

## **RIO HONDO COLLEGE COMMUNITY COLLEGE DISTRICT**

### **FACILITIES MANAGER**

Under the direction of the Director of Facilities Services or designee, plans, organizes and supervises the maintenance and repair work performed by college maintenance personnel on buildings, equipment and grounds. This includes grounds, preventative maintenance programs, remodeling and repair projects, urgent repairs, and upkeep of all non-structural properties. Coordinates assigned activities with other divisions, contractors, outside agencies, and the general public.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- a. Plans, organizes, and supervises automotive mechanics and maintenance department including building maintenance and repair programs associated with HVAC, plumbing, electrical, and carpentry; coordinates grounds maintenance program with overall plant maintenance program; E
- b. Diagnoses operating problems and coordinates repair; processes, assigns and tracks maintenance work orders; E
- c. Prepares maintenance work schedules; E
- d. Arranges for purchase of maintenance equipment and materials; E
- e. Reviews records and prepares reports; supervises the testing of maintenance materials and equipment; participates in the selection of personnel; performs safety inspections of the maintenance area; E
- f. Evaluates need for repair of buildings and equipment; manages the development and implementation of the maintenance department budget; E
- g. Works with plans and specifications for selected projects handled by outside contractors; updates and maintains all "as-builts" on buildings and sites; E
- h. Coordinates the work of the department with work of contractors; E
- i. Inspects work of contractors for quality and changes; investigates reports of accidents involving department personnel; E
- j. Confers with college officials in the planning of modifications to facilities; E
- k. Assists in the preparation of cost estimates of maintenance and construction projects; coordinates the preparation for special events such as the erection of temporary seating and equipment; trains and evaluates the work of employees within the maintenance department; operates district vehicles; E
- l. Organizes, staffs, and coordinates operational activities for maintenance programs including grounds, preventative and deferred maintenance projects, servicing and repair, and operation of utilities, and heating and cooling systems; E
- m. Provides leadership in the new and emerging technologies; E
- n. Administers programs involving the maintenance, operation, alteration, and repair of heating, lighting, water treatment, sewage disposal, air conditioning, ventilating and

- refrigeration systems, and the construction, remodeling, maintenance and repair of buildings, grounds parking lots, athletic facilities, and related equipment; E
- o. Conducts regular staff meetings. Attends and participates in professional group meetings. Maintains up-to-date knowledge of trends and innovations in the fields of building maintenance, energy management, and repair and remodeling; E
  - p. Ensures that work methods comply with established health and safety regulations. Inspects facilities for compliance with codes, regulations, and accessibility requirements; E
  - q. Implements quality control and for preventative maintenance programs for the department and College; E
  - r. Ensures accuracy of print and online publications related to the area of responsibility; E
  - s. Participates on and chairs committees, task forces, and special assignment; E
  - t. Participates in the screening of and recommends selection of assigned personnel; E
  - u. Maintains currency of knowledge and skills related to the duties and responsibilities; E
  - v. Performs other duties as assigned that support the overall objective of the position.

#### **KNOWLEDGE OF:**

- Development, maintenance and administration of a budget.
- Philosophy and objectives of the community college.
- Principles of functional leadership, training and performance evaluation.
- Pertinent federal and state laws and regulations.
- Strategic planning in organization and management practices, assessment, analysis and evaluation of programs, policies and administrative needs.
- Construction management principles and practices. Working knowledge of the budget preparation and administration process.
- Principles and practices of mechanical, electrical, plumbing, carpentry, equipment maintenance, automotive mechanics, and grounds to integrate the services and organize projects.
- Applicable building codes, including principles of universal access.
- Safety and environmental health programs.

#### **ABILITY TO:**

- Be open to change and new methods in the assigned area of responsibility.
- Continuously engage in learning and self-improvement.
- Meet change with innovation to promote and meet the college mission.
- Organize, plan, develop, and write new programs, develop new concepts, analyze outcomes, and prepare clear and concise reports.
- Guide and direct others in goal achievement.
- Develop and monitor budgets and maximize financial resources.
- Work cooperatively and productively with internal and external constituencies.

- Advocate for shared governance, collegiality, staff cohesiveness and for the core values of the institution.
- Operate vehicles, equipment, and tools used in maintenance and operations of District facilities.
- Read, understand, and interpret plans, blueprints, and specifications for building and grounds projects as well as the ability to prepare cost estimates, write construction or equipment specifications, and prepare bids.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree or equivalent. A minimum of two full-time years of professional experience as a manager in the area of facilities, preferably at an educational institution.
- Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of the student, community, and employee population.

**LICENSE OR CERTIFICATE:**

- Possession of, or ability to obtain, an appropriate, valid driver's license.

**SPECIAL REQUIREMENTS:**

*Essential duties require the following physical skills and work environment:*

- Work is performed indoors and outdoors where some safety considerations exist from proximity to machines, materials, and environmental considerations

**Range:** 40

**Effective Date:** November 11, 2021

*The Americans with Disabilities Act (ADA) requires us to identify the essential (E) duties/functions of the position. We have indicated those duties with an E on the job description.*