



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

FACILITIES MANAGER

A Classified Supervisory Position (Exempt)
Grade 193E – Salary Schedule 35

A. General Statement

The Facilities Manager performs professional work at the supervisory level involved in planning, implementing and evaluating college-based facilities sites, operations and services as part of a centrally administered facilities department. Under direction, the position manages on-site custodial, maintenance and grounds operations and services, planning and program implementation. Public contact is extensive and includes department, on-site and District staff, vendors, contractors, governmental agencies, business and community representatives for the purpose of exchanging policy and procedural information. A high degree of independent judgment and creativity is required to analyze and interpret complex regulations and procedures to develop strategic and other plans, evaluate operational effectiveness and resolve frequent minor and major problems that occur. Consequences of errors in judgment could be costly in safety, employee time and money. A Facilities Manager supervises the work of supervisory and other staff, and student assistants as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with department and other staff, contractors, vendors, business and community representatives, other educational institutions, compliance and governmental agencies, students and the general public regarding facilities services, operations, staffing, event planning, workload priorities, timelines, equipment and required materials, surveys, safety and preventative issues, regulations, policies and related procedures
2. Confers with management staff to strategically plan new and modified department services, staffing and operations
3. Drives a motor vehicle to off-site locations to attend meetings, workshops and other activities to obtain current information
4. Makes presentations to small and large groups on a variety of department services
5. Selects, trains, supervises and evaluates the work of supervisory and other staff in custodial, maintenance, grounds and clerical positions
6. Makes recommendations for changes to staffing levels, service delivery priorities and program design
7. Schedules staff work assignments for special and regular projects, in conjunction with other staff

8. Plans, schedules and evaluates staff training on safety, preventative maintenance, licensing and other topics
9. Plans and implements repair, maintenance and construction projects for the campus
10. Ensures that routine work and special projects are properly completed
11. Maintains contact with campus community regarding maintenance requests
12. Inspects facilities and equipment
13. Recommends and implements modifications and new purchases
14. Implements safety and compliance agency requirements for a variety of custodial, maintenance, grounds and facilities projects and services
15. Works with supervisory and management staff to develop, implement and monitor standards and procedures for facilities planning, construction, renovation projects, cost and schedule controls, and plan reviews
16. Monitors the work of architects, engineers, inspectors and other consultants
17. Plans, sets up and maintains department budget
18. Projects costs for special and regular projects
19. Compiles financial data for, formats, and prepares reports
20. Uses spreadsheets and a variety of other computer software to set up and track budget expenditures, cost estimates, inventory, maintenance and usage documentation, and other data related to facilities maintenance, operations, equipment, supplies, specifications, contractors, vendors and safety
21. Plans and implements bid processes for painting, roofing, paving, plumbing, mechanical, electrical, conservation, hazardous waste, utilities, disaster preparedness, custodial, landscaping, and related programs
22. Performs other related duties as assigned

C. Requirements

1. Bachelor's degree from an accredited institution in engineering, architecture, construction management, facilities management, or a closely related field
2. Successful journey-level work and supervisory experience of increasing responsibility in building maintenance, grounds maintenance, and/or custodial services
3. Working knowledge of custodial operations, grounds maintenance operations, and building/infrastructure systems maintenance
4. Demonstrated knowledge of building codes and standards, safety and environmental regulations, bid processes, and project proposal development
5. Experience in budgeting and project planning, coordination, and implementation
6. Experience in the coordination of workloads with people at various levels within an organization
7. Skill in the use of spreadsheets and a variety of computer software to compose and prepare data analysis, reports, summaries, correspondence and other materials
8. Demonstrated skill in working effectively as part of a team with people of diverse cultures, language groups and abilities
9. Demonstrated skills in written and oral communication, including public speaking
10. Skill training, directing, supervising, and evaluating the work of others
11. Possession of a valid California Driver's license (or the ability to obtain one) and ability to drive a motor vehicle to off-site locations

OR

An equivalent combination of education and experience

D. Physical/Other Requirements

This classification requires attention to detail; multi-tasking; work under deadline pressures; visual comparison; detailed mathematical and other data analysis to draw conclusions; public speaking to small and

large groups; patience, tact, flexibility, adaptability; driving a motor vehicle to off-site locations; and manual dexterity; in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Knowledge of ADA, AHERA, OSHA, educational, building codes, regulations, and laws applicable to building construction, renovation, repair and maintenance
2. Knowledge of strategic planning for long and short-range maintenance projects, and related safety, environmental, budgeting, inventory, and staffing requirements
3. Knowledge of public contract code, bid procedures and related regulations
4. Skill in directing, coordinating, supervising, and evaluating the work of others
5. Skill in establishing and maintaining effective work teams
6. Skill in oral and written communication
7. Skill in communicating effectively with people at all levels within an organization
8. Skill in computers to include maintenance management & security monitoring systems, data entry, modification, and retrieval
9. Skill in researching and compiling statistical, financial and other data for reports
10. Ability to communicate respectfully and effectively with people of diverse cultures and language groups, and with people who have disabilities
11. Ability to work in a fast paced, non-stop high energy environment
12. Knowledge of ADA, AHERA, OSHA, educational, building codes, regulations, and laws applicable to building construction, renovation, repair and maintenance

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