



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

Facilities Systems Manager

A Classified Supervisory Position
Grade 210S – Salary Schedule 40

A. General Statement

Responsible to the Vice Chancellor of Facilities Planning and Operations and under the direct supervision of the Executive Director of Facilities Planning and Operations, this is technical work at the professional level providing technical support services to ensure facility support systems are accessible to and functioning as designed to fulfill the requirements of the facilities team. Under general direction, a Facilities Systems Manager is responsible for overseeing selection and implementation of systems, reprogramming and refining programming as needed to effectively support operational requirements, maintaining facilities team member access credentials to support systems, ensuring adequate training and retraining is provided for team members to effectively utilize such systems and facilitate or provide technical assistance, as needed, to the facilities staff. A high degree of independent judgment and creativity is required to resolve many minor and major problems when they occur. Consequences of errors in judgment will be costly in loss of essential systems used to support facilities operations, staff and student productivity, safe and comfortable working and learning environments and critical data to ensure efficient operations, particularly in terms of energy and utility consumption. Public contact is moderate to extensive, primarily with staff, and for the purpose of providing technical assistance and advice. The Facilities Systems Manager can direct the work of student assistants and other staff as assigned. This position requires an individual with excellent scheduling abilities, a customer-service driven work ethic, good communication and organizational skills, and the ability to remain focused with little or no direct supervision.

Primary systems for which the systems manager is responsible include; fire / life safety systems, and Building Automation Systems (BAS), Energy Information System (EIS), Onuma database system, Facilities Utilization, Space Inventory Options Net (FUSION) database, Access Controls and Alarm Monitoring (ACAMS), video surveillance, and other systems to support the effective, safe and efficient operation of the College and District physical plants.

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. Communicates effectively with staff at all levels throughout the Colleges and District Office regarding major technology initiatives

2. Provides technical services to the District on a variety of facility support system needs; assists in the development of vendor RFPs, service agreements and procurements
3. Participates in the design and planning, and administers the installation of, all new construction or renovations with regard to facility support systems, ensuring consistent nomenclature and programming and to include recommendations for changes to existing systems
4. Investigates and troubleshoots problems with facility support systems and develops plans for additional upgrades or improvements and contacts vendors as needed to provide support when necessary and ensure that problems are resolved in a timely manner
5. Ensures systems are optimized, team members' access credentials are maintained, and systems are programmed appropriately to best support facilities operations
6. Monitors system licenses, service contracts, and support infrastructure such as servers, operating systems, etc.
7. Makes recommendations and oversees necessary replacements, upgrades, and reprogramming as needed
8. Serves as primary point of contact for vendors and contractors supporting and servicing facility support systems
9. Serves as primary contact with District Information Technology and Public staff on all Facilities systems related matters
10. Provides extensive technical support and assistance to other technical staff and provides training as required to other technical staff and user personnel
11. Performs other duties as assigned

C. Requirements

- A combination of education and experience equivalent to completion of an Bachelor's Degree with a major related to Project or Facilities Management, Computer Science, Information Systems, or Network Technology and successful related work experience of increasing responsibility.
- Possession of a California driver's license is required.

D. Physical/Other Requirements

This classification requires data comparison and interpretation; contact in close proximity with individuals and groups; work under deadline pressure; multi-tasking; attention to detail; manual dexterity; pulling, pushing, reaching; moving items of moderate to heavy weight; listening/comprehension of a variety of directional formats; flexibility, and adaptability in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Skill and experience using a wide range of diverse computer performance and monitoring tools to analyze performance issues and to make appropriate recommendations
2. Skill in analyzing system problems, and identifying and expediently resolving

3. Ability to quickly learn new technical skills and to maintain the currency of acquired technical skills
4. Skill in effectively training non-technical personnel in technical areas and subjects
5. Skill in written and oral communication
6. Skill in communicating efficiently and effectively with persons of varying cultures and language groups
7. Knowledge of materials, equipment, tools and terminology used in building maintenance work
8. Knowledge of Building Management Systems controls and procedures
9. Skill in understanding and giving oral and written instructions and directions
10. Ability to prepare correspondence to outside agencies and vendors
11. Ability to keep/maintain work records in an organized manner
12. Ability to work independently under minimum supervision
13. Ability to prioritize jobs and develop schedules
14. Ability to maintain cooperative relationships with those contacted in the course of duty
15. Ability to drive maintenance vehicles
16. Ability to interface with administrators, Public, State, and Federal inspectors
17. Ability to work from drawings, sketches, and blueprints
18. Ability to assess completed work for standard of quality