CLASS SPECIFICATION  
Facilities Maintenance Manager  

FLSA Status: Exempt  
EEOC Job Category: Officials and Administrators  
Union Representation: Unrepresented  

GENERAL PURPOSE  
Under general direction, manages, organizes, schedules, and coordinates activities involved in the general construction, maintenance and repair of district buildings and utilities. Coordinates activities related to remodeling, modification and construction of district buildings and property.  

DISTINGUISHING CHARACTERISTICS  
This position reports to the Deputy Director, Operations and Maintenance and provides management for the Maintenance Department trades personnel. The incumbent is responsible for the production and quality of services provided to all district facilities for the maintenance and repair of all buildings, hardscapes, and equipment.  

ESSENTIAL DUTIES AND RESPONSIBILITIES  
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.  

1. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; provides or recommends compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, subject to department director concurrence, in accordance with the District’s human resources policies and procedures and labor contract provisions.  

2. Interviews and selects employees to fill staff vacancies; provides leadership and works with staff to develop and maintain a high-performance, customer service-oriented work environment.  

3. Estimates materials and equipment needs and expenses, and maintains inventory of material received and used.  

4. Provides direction to the Energy Management Coordinator.  

5. Creates, implements, and maintains the department work-order process.  

6. Manages the maintenance, modifications and repair of building utility systems such as electrical service, wiring and control, heating, ventilating and air-condition systems.  

7. Estimates cost of material, supplies and labor for repair or replacement.
8. Consults with Deputy Director, Operations and Maintenance on work plans and assignments.

9. Coordinates the Director of Campus Support Program schedules and activities.

10. Recommends work scope and specifications for in-house projects and contract work.

11. Creates and maintains Material Standards and Equipment Specifications Manual to be shared with design architects and engineers.

12. Coordinates maintenance projects with district departmental personnel and project consultants.

13. Assists in the budget analysis for department activities.

14. Recommends and provides analysis for new keying plans related to new construction and retrofits.

15. Directs, supervises and inspects work of maintenance employees and outside contractors on a daily basis to ensure quality and completeness.

16. Requisitions equipment and supplies.

17. Develops and implements comprehensive preventive maintenance program.

18. Maintains a variety of records for time keeping, equipment, material purchases, and personnel actions.

19. Provides input for the district maintenance survey.

20. Operates district vehicles.

21. Directs and oversees the maintenance and repair of plumbing systems, painting and structural repairs to masonry and wood work to buildings and all other related trades.

22. Maintains and oversees the collection and storage of the District’s “as-built” drawings to ensure their accuracy and longevity.

23. Performs related duties and projects as required.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of effective management and supervision.

2. All unified building codes and school building codes.

3. Building trades and mechanical trades.

4. Basic shop math.

5. Computer software applications related to the work.

6. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.
7. Principles and practices of sound business communication.
8. District human resources policies and procedures and labor contract provisions.
9. General business management and systems organization.
10. Correct English usage, grammar, spelling, punctuation and vocabulary.
11. Office and records management practices and procedures.

**Ability to:**
1. Plan, organize, coordinate, direct, review and evaluate the work of assigned operations and staff.
2. Perform and instruct others in the performance of skilled maintenance in one or more of the building trades.
3. Read and interpret blueprints.
4. Prepare time, material and labor cost estimates.
5. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
6. Maintain complete, comprehensive records and files.
7. Communicate clearly and effectively, orally and in writing with diverse populations.
8. Prepare clear, concise and comprehensive correspondence, reports and other written materials.
9. Operate a computer and standard business software.
10. Interpret and implement policies and procedures.
11. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
12. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.

**Education, Training and Experience:**
A typical way of obtaining the knowledge, skills and abilities outlined above is a graduation from high school or G.E.D. equivalent and four years of construction and mechanical experience requiring the installation, maintenance, or repair of plumbing, electrical, heating and air-conditioning systems, and equipment at the journeymen level or an equivalent combination of training and experience. Experience must include recent management/supervision in the trade industry.

**Licenses; Certificates; Special Requirements:**
A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.
PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, stand and walk; talk or hear, both in person and by telephone, and differentiate operating equipment sounds; use hands to finger, handle and operate equipment; reach with hands and arms, and lift up to 50 pounds.

Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and the ability to adjust focus and distinguish colors.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math/mathematical reasoning; perform detailed work under changing deadlines on multiple tasks; work with interruptions and interact with management, staff, faculty, vendors, contractors and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee occasionally works under typical office conditions, but frequently is exposed to outside weather conditions, near moving mechanical parts, on slippery and uneven surfaces, humid conditions, fumes or air-borne particles, toxic or caustic chemical and risk of electrical shock. The noise level in the work environment is moderate to loud.