CLASS SPECIFICATION
Operations and Maintenance Manager

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

GENERAL PURPOSE
Under general direction, plans, organizes, manages and directs the work of staff engaged in providing a variety of landscape, building and fleet maintenance services; oversees and monitors work performed by outside contractors and service providers; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
This single-incumbent class manages and directs maintenance and cleaning of District instructional and non-instructional areas, including buildings, offices, classrooms, laboratories, grounds, athletic fields and facilities, a dance studio and stadium and aquatic facilities, to provide an esthetically pleasing, clean and safe environment which supports achievement of the District's Educational Master Plan. The incumbent manages and oversees work performed by District staff and by outside contractors and service providers and is also responsible for the maintenance and repair of District vehicles and equipment. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

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, organizes, controls, manages and directs assigned custodial, groundskeeping and maintenance work; with subordinate supervisors and staff, participates in establishing operational plans and initiatives to meet department goals and objectives; implements departmental plans, work programs, processes, procedures and policies; coordinates and integrates cleaning and maintenance functions to achieve optimal efficiency and effectiveness.

2. Plans and evaluates the performance of assigned supervisors and 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.

3. 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.
4. Evaluates the efficiency and effectiveness of services, equipment, policies and procedures and recommends or implements changes to enhance on-going operations; monitors work request patterns and trends and recommends approaches to improve service quality and performance while minimizing costs; receives and prioritizes work requests, including requests for emergency services, and ensures prompt staff response to resolve the problem or hazard.

5. Serves as internal District project coordinator for assigned construction and renovation projects; develops District landscape and irrigation specifications and works with consulting landscape architects on design and implementation of new and renovation projects; administers the District’s integrated pest management program; trains District on the proper, safe and effective use of pesticides; orders pesticides, fertilizers and soil amendments and maintains all required records and documents.

6. Plans, organizes, manages and schedules a variety of landscape and building maintenance programs and activities to ensure buildings and facilities are maintained in a clean, orderly and secure condition; ensures cleaning and maintenance operations comply with established laws, codes, rules, regulations, policies and procedures; oversees the maintenance and repair of sidewalks and parking lots.

7. Manages and oversees landscape maintenance activities involved in the beautification of grounds and landscaped areas; coordinates the mowing, edging, trimming and watering of lawns, fields and other turf grounds; oversees planting, cultivation, pruning, fertilization and irrigation functions; directs trimming of trees and the correction of potential tree hazards.

8. Develops and manages the implementation of on-going building maintenance plans, procedures and standards and special maintenance and custodial projects; receives, prioritizes and coordinates response to requests and work orders; assesses and modifies activities in response to custodial and maintenance needs and project progress.

9. Monitors progress of major custodial, grounds maintenance and general maintenance and repair projects; inspects completed projects for accuracy, completeness and compliance with established work orders and specifications; coordinates response to emergency needs.

10. Oversees the maintenance and repair of District vehicles and equipment; makes determinations regarding major overhaul and/or replacement of vehicles or equipment; ensures the timely registration and omissions testing of District vehicles.

11. Estimates labor, materials and equipment needed for assigned activities; prepares cost estimates; orders, receives, verifies, stores and distributes equipment, materials and supplies for building, grounds and vehicle maintenance; maintains adequate inventory levels; ensures an adequate supply of pool chemicals.

12. Directs the preparation and maintenance of various records and reports related to projects, inventory, inspections, vandalism, keys, emergencies, shutoff valves, utility costs, supplies, facility use, expenditures, security incidents, and other assigned activities.
13. Communicates with managers, administrators, faculty, students, outside agencies and the public to 
exchange information, coordinate activities and resolve issues or concerns related to facility and 
equipment used, site security, special programs and activities, regulations and assigned duties.

14. Inspects campus facilities and equipment to assure compliance with custodial standards and non-
hazardous conditions; reports safety, sanitary and fire hazards.

15. Establishes and enforces safe work practices and procedures; arranges for or provides safety training; 
maintains Materials Safety Data Sheets; maintains required safety records and reports; ensures the 
safe handling, storage and disposal of hazardous chemicals and materials.

OTHER DUTIES

1. Makes arrangements and coordinates set-up and break-down of equipment, seating and other 
requirements for special events, on and off campus.

2. Reviews employee and volunteer drivers' licenses and determines their eligibility to participate in the 
District's approved driver program.

3. Ensures proper operation of the campus-recycling program.

4. Issues and maintains supply of campus keys.

QUALIFICATIONS

Knowledge of:
1. Practices, procedures, methods, tools, equipment, chemicals and techniques of modern custodial, 
groundskeeping and maintenance activities for a large community college campus, including 
stadium and aquatic facilities.

2. Principles and practices of inventory management, resupply and control.

3. Federal, state and local laws, codes and regulations applicable to assigned areas of responsibility.

4. Principles and practices of public administration, including budgeting, purchasing and main-
tenance of public records.

5. Principles and practices of sound business communication.

6. Principles and practices of effective management and supervision.

7. District human resources policies and procedures and labor contract provisions.

Ability to:

1. Plan, organize, manage and integrate District building, landscape and vehicle maintenance and 
repair programs and activities.

2. Define issues, analyze information and problems, evaluate alternatives and develop sound 
conclusions and recommendations.
3. Present proposals and recommended courses of action clearly and logically.
4. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
5. Develop and implement sound, efficient and cost-effective custodial and maintenance standards, procedures and processes.
6. Prepare clear, concise and comprehensive correspondence, reports and other written materials.
7. Communicate effectively both orally and in writing.
8. Exercise tact and diplomacy in dealing with sensitive issues and situations.
9. Establish and maintain effective working relationships with management, faculty, staff, vendors, contractors, the public and others encountered in the course of work.

**Education, Training and Experience:**
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or GED equivalent; and at least five years of progressively responsible experience in facilities, landscape and/or vehicle maintenance functions, at least two of which were in a supervisory capacity; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**
A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.
A current Category B Qualified Pesticide Applicator’s License.

**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 25 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 regularly works under typical office conditions.