

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### MANAGER, Maintenance & Operations

CMS Salary Range 31

#### **BASIC FUNCTION:**

Under the direction of the Executive Director of Facilities Services, coordinates and assists in directing operational activities related to custodial, grounds, maintenance, campus events recycling and college transportation services; ensures compliance with applicable federal and state laws and regulations; purchases supplies and equipment within assigned budgets; and performs related work as required/assigned.

#### **REPRESENTATIVE DUTIES:** E = indicates essential duties of the position

- Directs, coordinates, and trains designated maintenance and operations, campus events and transportation staff, activities and preventative maintenance program functions of the college; serves as designee for Executive Director of Facilities Services on a relief basis.
- Develops, recommends and implements policies and procedures for maintenance and operations; develops and maintains systematic programs for preventative maintenance.
- Interprets, explains and applies federal and state laws and College policies, procedures and regulations
- Responsible for development and execution of annual Maintenance & Operations budget
- Responsible for supporting district disaster preparedness and safety programs as related to facilities and infrastructure
- Confers with administrators and staff regarding assignments and activities; responds to questions and complaints and works to ensure satisfactory resolution
- Participates in the hiring of new staff and recommends employment of direct subordinates
- Directs, schedules, assigns, reviews, and evaluates the work of staff; recommends and implements improved work methods and procedures
- Authorizes and approves various personnel actions; including time sheets and overtime
- Trains staff in work and safety procedures related to assignments and in the operation and use of equipment and supplies; ensures safe work practices and procedures are followed
- Conducts staff meetings to coordinate operational activities and communicates developments or instructions; develops and implements new practices and activities as necessary
- Authorizes purchase of supplies and equipment ensures adequate supply inventory
- Interprets drawings, diagrams, specifications, and blueprints as required
- Inspects work sites, work in progress and work completed ensures conformity with work orders and specifications for assigned projects inspects contract work orders and specifications
- Develops, oversees and evaluates the advisability of contract work for assigned projects; inspects contract work for conformity with specifications
- Prepares and submits periodic and special reports regarding scheduled maintenance and capital outlay needs, plans and cost estimates; assists with special reports such as space inventory and physical inventory; prepares and maintains a variety of records and correspondence
- Safely operates college vehicles to conduct work, inspects and reviews campus maintenance projects
- Responds to emergencies in off-hours as necessary
- Chairs or serves on College committees as required or assigned, and participates in professional organizations appropriate to assignment
- Provide coverage for Supervisors within the Maintenance & Operations department in his/her absence
- Performs related duties as required or assigned

**EDUCATION & EXPERIENCE:**

Bachelor's degree from an accredited institution AND two years of responsible maintenance and operations or institutional facilities experience which includes two years in a supervisory capacity.

**OR**

Associate's degree from an accredited institution AND four years of responsible maintenance and operation or institutional facilities experience which includes two years in a supervisory capacity. One year of education or 30 semester unit equivalent may be substituted for 1 year of experience.

**KNOWLEDGE OF:**

- Principles and practices relating to grounds and maintenance operations
- Applicable state and federal laws and regulations
- Energy management, preventative maintenance practices, OSHA requirements and EPA regulations
- Principles and practices of supervision, training and evaluation
- Construction procedures, building materials and their applications
- Methods, materials, tools and equipment used in custodial, grounds and maintenance work
- Safe work methods and safety precautions related to the work; health and safety regulations
- Applicable codes and regulations
- Office practices, procedures, equipment and record keeping techniques
- Basic budgetary and administrative principles and practices
- Computer applications for facilities and maintenance management
- Computer applications including word processing, spreadsheets and databases
- Effective oral and written communication skills
- Effective interpersonal skills using tact, patience, and courtesy

**ABILITY TO:**

- Develop, implement, and interpret goals, policies, procedures and work standards
- Plan, direct, assign, schedule, and evaluate staff
- Provide work and safety instruction to staff
- Learn, interpret, and apply current pertinent federal, state and local laws and regulations
- Analyze problems, evaluate alternatives, and make creative recommendations
- Exercise sound independent judgment within general policy guidelines
- Prepare clear, concise, and competent reports, correspondence and other written materials using a personal on-line computer and appropriate software
- Estimate time and material requirements for assigned projects
- Read and interpret plans, blueprints and specifications
- Maintain records and prepare reports
- Establish and maintain effective working relations with those contacted in the course of work
- Consistently and effectively perform under the pressure of deadlines and other administrative demands

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Provides direction and supervision to Maintenance Supervisor, Grounds Maintenance Supervisor, Custodial Supervisor, and Campus Events & Operations Supervisor.

**CONTACTS:** Co-workers, administrators, students, vendors, other agency constituents, and the general public.

**WORKING CONDITIONS:**

- Indoor and outdoor work environment
- Driving a vehicle to conduct work and to inspect and review campus maintenance and operations
- Emergency call-out
- Working around machinery, moving vehicles or construction sites

**PHYSICAL DEMANDS:**

- Hearing and speaking to exchange information
- Walking to conduct inspections
- Bending at waist