

**San Jose/Evergreen Community College District
Classified Management Job Description**

Position: Facilities Manager

Department: Administrative Services

College: San Jose City College

Date: January 2009

POSITION PURPOSE

Reporting to the Vice President of Administrative Services or assigned administrator, the Facilities Manager, plans, organizes, and supervises the cleaning and care of the college and district facilities and grounds.

NATURE and SCOPE

The Facilities Manager has responsibility for the overall management of custodial services and supervision of a Custodial Services Supervisor. The Manager instructs staff in the proper and safe use of materials and equipment; inspects buildings to determine if proper custodial methods are being followed and standards are maintained; researches price and quality of custodial supplies; requisitions custodial supplies and equipment; submits budget estimates for custodial department to supervisors; and confers with supervisor and college administrators regarding care and cleaning problems and needs. The Facilities Manager also directly supervises Grounds staff responsible for maintaining landscaping, pesticide applications, and plant/tree maintenance.

KEY DUTIES and RESPONSIBILITIES

1. Plan, organize, schedule and oversee custodial and grounds operations and activities; assure compliance with rules and regulations related to assigned activities.
2. Drive to various District locations to inspect sites and assure safe conditions of the facilities; report dangerous or hazardous conditions to appropriate personnel; assure assigned campus/District Office areas are in a clean, orderly and secure condition.
3. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; train, counsel, discipline and terminate personnel according to established policies and procedures.
4. Supervise the operation and use of a variety of hand and power tools and light and heavy equipment, including hand mowers, power trim edgers, riding mowers, blowers, hedge shears, and other maintenance equipment such as a tractor, backhoe, sodder, and forklift; ensure adherence to proper methods and safety requirements.
5. Oversee landscaping activities performed by staff, including tree pruning, tree cutting, planting, fertilizing, weed-eating and mowing; ensure proper usage of fertilizers, pesticide, herbicides and related chemicals; perform landscape design and installation functions.
6. Coordinate the maintenance and set up of athletic fields, including any sporting events supported by the college.
7. Participate in the maintenance and repair of irrigation systems, including pumps and well pumps; repair controllers, valves and all electrical equipment; troubleshoot and repair clocks.

8. Supervise and assist in the maintenance and upkeep of equipment, including changing oil, checking fluid levels, greasing equipment, and sharpening blades. Estimate time, material and equipment needed to perform work; requisition supplies and materials.
9. Prepare and maintain a variety of records related to assigned duties.
10. Communicate with others regarding work requests, projects, complaints and other issues related to custodial activities.
11. Conduct physical inventory of custodial and grounds equipment and supplies; order and distribute supplies; research new products and meet with vendors as appropriate.
12. Participate in the preparation of the annual preliminary budget as requested.
13. Attend and conduct a variety of meetings as assigned.
14. Assist with various activities including moving furniture, setting up facilities for special events and other activities as needed.
15. Operate a computer and other office equipment as assigned.
16. Remain on-call for emergency situations as assigned.
17. Perform related duties and responsibilities as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Operations, services and activities of a grounds maintenance program, including irrigation systems, fertilizer, soil characteristics, treatment for pests and diseases in common plants and trees, and horticulture principles/practices.
2. Proper methods, materials, tools and equipment used in custodial work.
3. Requirements of maintaining school buildings in a safe, clean and orderly condition.
4. Principles and practices of supervision and training.
5. Appropriate safety precautions and procedures.
6. Modern cleaning methods including basic methods of cleaning and preserving floors, carpets, furniture, walls and fixtures.
7. Basic record-keeping techniques.
8. Safe work practices and proper lifting techniques.

Skills and Abilities:

1. Plan, organize, schedule and oversee custodial and grounds maintenance operations and activities.

2. Assign and inspect the work of others.
3. Work independently with little direction.
4. Establish and maintain cooperative and effective working relationships with others.
5. Apply and explain procedures and use of equipment and supplies used in custodial work.
6. Use cleaning materials, equipment and methods according to pre-determined standards.
7. Observe and report need for maintenance and repair.
8. Properly apply pesticides, operate and use light and heavy equipment, hand tools and power equipment.
9. Understand and follow oral and written directions.
10. Meet schedules and time lines.
11. Communicate effectively both orally and in writing.

Education and Experience:

1. Graduation from high school or the equivalent.
2. Three years increasingly responsible custodial and/or grounds experience.
3. Three years of supervisory/leadership experience.
4. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
5. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy or demonstrated equivalent transferable skills to do so.

Licenses and Requirements:

1. Possession of, or ability to obtain, an appropriate, valid California Class B driver's license.
2. Possession of, or ability to obtain, a California Pesticide Applicator's Certificate (Category B, Landscape Maintenance)

Working Conditions:

1. Field environment: exposure to noise, dust, grease, inclement weather conditions, and typical indoor environment.

Date Approved: 1/27/09

Salary Range: M 20

EEO-Category: 2B1 – Executive/Administrative/Managerial