

Jose/Evergreen Community College District
Classified Management Job Description

Position: District Manager, Capital Projects & Maintenance **Department:** Administrative Services

POSITION PURPOSE

Under direction, the District Manager, Capital Projects and Maintenance plans, develops and organizes the operations of districtwide facilities maintenance and non-bond funded capital improvement projects; oversees and monitors contractors; schedules and implements preventive maintenance program and as needed repairs for all District buildings, vehicles, and equipment; facilitates communications between District Office, colleges and contractors; ensures compliance with applicable safety regulations; and performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below exemplify the work of the classification and assigned duties may include work that is similar, related or a logical assignment to this class.

1. Plans, develops, and organizes the daily operations of districtwide facilities preventative maintenance and repair of all buildings and building systems including electrical, HVAC, lighting, plumbing, painting, door hardware, roofs and interior finishes; assigns and closes work orders; estimates time, materials and labor needed to complete repairs and performs preventive maintenance
2. Manages, reviews and evaluates the work and performance of assigned supervisors, skilled and semi-skilled trades employees and other staff; interviews and participates in selecting employees; trains, counsels, and disciplines personnel according to established policies and procedures
3. Participates in the development and implementation of the department's facilities and maintenance policies procedures and priorities; provides input into the budget development and monitors and approves expenditures in accordance with established policies and procedures
4. As the District's representative, oversees and monitors contractors for non-bond funded capital improvement projects at each campus; manages, inspects and approves the work of contractors.
5. Acts as liaison on between District Office, colleges, contractors and other project stakeholders on scheduling and other matters; coordinates repair and construction project schedules and attempts to reduce negative impacts on campus operations and faculty, staff and students.
6. Coordinates maintenance and repair of vehicles and equipment; evaluates repairs requiring outside vendors and coordinates quotes and approval for repairs.
7. Serves as a primary contact for after hour and emergency repairs; in consultation with manager, resolves and mitigates emergency situations or conditions resulting from the malfunction of building systems or infrastructure.
8. Ensures adherence to effective work methods and safety requirements including the District Injury and Illness Prevention Program, Hazardous Materials Business Plans, and other campus safety and environmental regulations; provides safety training and updates training materials; participates in and supports adherence to campus safety programs and OSHA requirements and ensures compliance with state and federal regulations; oversees chemical and hazardous materials operations at both campuses.
9. Conducts regular inspection of buildings, equipment and grounds for fire, safety and health hazards; recommends or requires proper elimination of hazards; inspects buildings to assess energy and other utility usage and evaluates and recommends cost-saving methods.

10. Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to facilities and maintenance operations, project schedules and prioritization and other assigned functions.
11. Provides technical assistance with complex construction and capital improvement projects; as directed, reviews design documents, addresses technical problems, and comments on mechanical, plumbing, electrical and other trade infrastructure specifications.
12. Coordinates and contributes to presentations to be presented to the Board of Trustees and to other board-level groups.
13. Serves on committees and assists with District, local, regional, state and national conferences, meetings, workshops and training seminars; participates in consultation, shared governance, and appropriate advisory committee meetings.
14. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of preventive and corrective facilities maintenance program development and administration.
2. Methods, practices, techniques, tools and equipment used in the repair and maintenance of buildings and facilities, including skilled plumbing, carpentry, painting, electrical and HVAC.
3. Mathematics and their application to maintenance work.
4. Practices, and methods of construction project management at a level applicable to assignment.
5. Operation and maintenance of hand and power tools and equipment common to skilled and semi-skilled maintenance and repair trades.
6. District policies, practices and rules regarding inventory and purchasing.
7. Safe work practices including applicable OSHA guidelines and those related to hazardous materials handling, storage and disposal. .
8. Federal, state and other applicable laws and regulations and District policies and procedures governing maintenance, repair, and construction including applicable sections of California Education Code and California Building Code.
9. Theories and techniques of negotiation, mediation and conflict resolution.
10. Budget preparation and monitoring practices and procedures.
11. Principles and practices of effective management and supervision.
12. Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
13. Board Policies, Administrative Regulations, Accrediting Commission for Community & Junior Colleges Standards, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

1. Plan, organize and approve work completed by District maintenance staff and contractors.
2. Develop and implement preventative maintenance and repair program for District facilities, vehicles and equipment.
3. Collaborate with colleges, contractors and other stakeholders to provide technical advice and counsel to develop solutions for facilities maintenance, scheduling and other issues.

4. Read, interpret and update plans, blueprints, specifications, manuals and circuitry/wiring and plumbing diagrams.
5. Prepare and maintain comprehensive maintenance department project schedules, reports and records.
6. Interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.
7. Present solutions to management with confidence and effectiveness.
8. Determine work priorities and analyze situations using sound judgment in applying policies, rules, regulations and standard operating procedures.
9. Build and foster knowledgeable, cohesive and effective work teams.
10. Establish and maintain cooperative and effective working relationships with others.
11. Operate a computer, assigned office equipment and standard business and construction management software and applications.

Education and Experience:

1. Two years of college coursework or completion of an apprenticeship program in one of the skilled trades.
2. Five years of journey-level experience in one or more of the building maintenance trades, including two years in a supervisory or lead capacity
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, 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.

Required Qualifications:

1. OSHA-30 Hour Certified within three months of appointment or hire.
2. A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

Desired Qualifications:

1. A bachelor's degree in engineering, construction project management or a related field.
2. License or certification in one or more skilled trade.

WORKING ENVIRONMENT

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

The employee normally works in an office environment as well as construction or work sites in the course of inspecting and monitoring work or supervising work crews. The noise level in the office environment is usually quiet. While performing field work, the employee is occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The employee is required to travel to locations other than assigned work site, and occasional evenings, holiday and/or weekend work may be required.

Physical Demands:

While performing the duties of this class, employees are primarily in a stationary position and are required to move about the office to access office machinery, files, etc.; perform constant operation of a computer and other communication and office equipment; observe details at close range; and move or lift up to 25 pounds.

When in the field, the employee is regularly required to walk on level, uneven, or slippery surfaces, in construction areas, and around building operational equipment to identify problems or hazards; to reach, twist, turn, kneel, and bend, and to climb and descend ladders; to perform physical work; lift, carry, push, and pull materials and objects up to 25 pounds, and heavier weights with the use of proper equipment and/or assistance from other staff.

Mental Demands:

While performing the duties of this class, employees are regularly required to accurately communicate information and other ideas so that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work independently and under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: 12/9/2025

Salary Range: M-20

EEO Category: 2B1- Executive/Administrative/Managerial