

San Jose/Evergreen Community College District
Classified Management Job Description

Position: Manager, Facilities

Department: Administrative Services

POSITION PURPOSE

Under general direction, the Manager, Facilities plans, develops, organizes and supervises the maintenance, cleaning and care of college facilities and grounds; manages a staff involved in routine building and repair, facilities rental, fleet vehicle operations, facility planning and procurement; oversees facilities services budget; oversees the proper and safe use of materials and equipment; inspects the work of others to ensure proper custodial and grounds service methods are followed and standards are maintained; confers with staff, supervisors and college administrators regarding campus maintenance and cleaning needs; liaises with District Office on planning and implementing non-bond capital improvement projects and larger maintenance and repair projects; and performs other related 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 activities of physical plant and grounds operations to include custodial, maintenance, grounds maintenance, fleet vehicle operations, facility and repair projects; ensures compliance with rules and regulations related to assigned activities.
2. Manages and evaluates the work assignments and performance of assigned classified employees; interviews and participates in selecting employees; trains, evaluates, counsels, and disciplines personnel according to established policies and procedures; develops, recommends, administers, and monitors policies, procedures, and processes, and monitors compliance.
3. Participates in developing, administering and monitoring the department budget; reviews and approves requests for the purchase of goods and services according to policies and procedures; makes budget recommendations.
4. Coordinates and performs effective deployment of staff, project management, and preventative maintenance planning; estimates time, material and equipment needed to perform work; requisitions supplies and materials for special projects.
5. Maintains the master plans and prints of the campus buildings, roadways, pathways, parking lots, electrical, gas, water, telephones and other utility service lines; develops and monitors ongoing preventative and deferred maintenance programs for associated grounds.
6. Performs site inspections to ensure safe, secure, clean and orderly facilities conditions; coordinates work requests, projects, complaints and other issues related to custodial activities; reports dangerous or hazardous conditions to appropriate personnel; develops and monitors departmental policies, processes and procedures to ensure a safe, efficient and cost-effective operation.
7. Oversees landscaping activities including tree pruning, tree cutting, planting, fertilizing, weed-eating and mowing; ensures proper usage of fertilizers, pesticides, herbicides and related chemicals; participates in landscape design and leads the installation functions; supervises 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; ensures adherence to proper methods and safety requirements.
8. Coordinates and participates in troubleshooting, maintaining and repairing irrigation systems, including pumps, well pumps, controllers, valves, clocks and other electrical equipment; oversees

greasing of equipment and sharpening of blades; maintains records of equipment maintenance, repairs and replacement.

9. Implements and maintains facility safety; researches and ensures buildings and grounds meet ADA compliance standards; works closely with administrators and state and local officials to understand and execute safety mandates.
10. Oversees the use of campus facilities, facilities rentals, and events programs; coordinates facility usage in collaboration with various campus departments for academic and non-academic events; maintains a master calendar for facilities rental and general campus use; maintains detailed records of usage in district databases.
11. Coordinates and manages the utilization, maintenance, repair, and replacement of fleet vehicles; supervises and supports the maintenance and upkeep of other equipment to include oil changes, checking and re-filling fluids; serves as the primary contact concerning fleet and related operations; supervises staff to ensure accountability and stewardship of campus resources in compliance with departmental goals and objectives.
12. Conducts inventory of custodial and grounds equipment and supplies; orders and distributes supplies; coordinates the maintenance and setup of athletic fields, including any sporting events supported by the college; prepares and maintains a variety of records related to assigned duties.
13. Liaises with the District Office on college projects including project planning and implementation of major staff moves, facilities fixtures and equipment, major maintenance and repair projects and other facilities-related issues.
14. Leads staff and participates in various activities including moving furniture, setting up facilities for special events and other activities as needed; manages incoming facilities work orders, furniture transfers and other move requests.
15. Serves as on-call contact for emergency situations; attends and conducts a variety of meetings as assigned.
16. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of facility 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. Practices and standards of custodial services and modern cleaning methods including methods of cleaning and preserving floors, carpets, furniture, walls and fixtures.
3. Practices and standards of skilled trades including plumbing, electrical, carpentry, HVAC, interior partitioning and finishing.
4. Proper methods, materials, tools and equipment used in custodial and grounds maintenance work.
5. Provisions for campus safety precautions and procedures.
6. Safe work practices and proper lifting techniques.
7. Requirements of maintaining campus buildings in a safe, clean and orderly condition.
8. Methods, standards and practices of the Americans with Disabilities Act and other federal, state, and local laws regarding accessibility and non-discrimination for individuals with disabilities.

9. Federal, state and other applicable laws and regulations and District policies and procedures governing campus facilities services including applicable sections of the California Education Code, Title 5.
10. Theories and techniques of negotiation, mediation and conflict resolution.
11. Budget preparation and monitoring policies and procedures.
12. Principles and practices of effective management and supervision.
13. Principles, practices, methods and techniques of program, administrative and organizational analysis, and planning and management as applicable to assigned area.
14. Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
15. 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 custodial, grounds, and fleet and safety staff.
2. Develop and implement standards governing building maintenance and groundskeeping objectives.
3. Assign and inspect the work of others.
4. Apply and explain procedures and use of equipment and supplies used in grounds and custodial work.
5. Observe and report need for maintenance and repair.
6. Properly apply pesticides, operate and use light and heavy equipment, hand tools and power equipment.
7. Prepare and maintain comprehensive department reports and reviews.
8. Present solutions to management with confidence and effectiveness.
9. Determine work priorities and analyze situations using sound judgment in the application of policies, rules, regulations and standard operating procedures.
10. Understand, interpret, explain and apply applicable rules, regulations, policies and procedures, laws, codes and ordinances.
11. Build and foster knowledgeable, cohesive and effective work teams.
12. Establish and maintain cooperative and effective working relationships with others.
13. Operate a computer, assigned office equipment and standard business applications.

Education and Experience:

1. Graduation from high school or GED equivalent or vocational training in facilities/custodial management or a related field.
2. Five years of facilities experience including two years supervisory experience.
3. Pesticides Applicator License within six months of employment.
4. 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.

Desirable Qualifications:

1. A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program or the ability to travel to other District campuses and locations.

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 works under typical office conditions and periodic outdoor conditions, is subject to frequent interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee may be 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, the employee is primarily in a stationary position and is 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. The employee periodically engages in moderate to heavy physical effort in a primarily outdoor and occasionally indoor working environment; and move or lift up to 25 pounds, and up to 50 pounds with assistance.

Mental Demands:

While performing the duties of this class, the employee is 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: 1/27/2026

Salary Range: M-20

EEO Category: 2B1- Executive/Administrative/Managerial