

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Manager, Maintenance and Operations	Range: 13 (CL)	Management Schedule
Date Revised:	November 14, 2007	Date Approved:	November 11, 1997
<b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD</b>			

### PRIMARY PURPOSE

Under the direction of a college Vice President or designee, this position is responsible for planning, organizing and directing the overall maintenance and operations functions for a college campus.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Manages the overall campus maintenance and operations program including custodial, grounds and maintenance functions; consults with campus management and coordinates activities in matters pertaining to assigned functions; evaluates the effectiveness of the maintenance and operations program.
2.	Plans and organizes maintenance and operations functions; develops and implements schedules for assigned activities; establishes work standards and procedures for maintenance, grounds, HVAC and custodial activities; evaluates and recommends appropriate equipment and supplies for maintenance and operations functions in accordance with established policies.
3.	Initiates, reviews and approves work orders, service requests, time sheets, requisitions and related documents; maintains various records regarding work orders, labor and materials utilized, personnel assigned, budgets and special programs.
4.	Establishes and implements a preventative maintenance program for the campus; assures schedules and activities are communicated; monitors results.
5.	Coordinates campus maintenance and operations safety practices, identifies and provides for elimination of hazards; maintains record of inspections of fire alarm, fire extinguisher, fire sprinkler, emergency generators and emergency lighting.
6.	Assists in the preparation of maintenance and operations budget activities; estimates expenditures for operations of activities on assigned campus; monitors expenditures during the year to assure operation within budgeted levels.
7.	Inspects campus for maintenance and safety hazards; prepares work orders as necessary; provides feedback to maintenance and operations staff regarding the general appearance and operations of the campus; establishes priorities of maintenance and designate maintenance in terms of repair, alteration, planned or emergency maintenance protocol.
8.	Evaluates and recommends conservation measures relating to use of campus utilities.
9.	Organizes, attends, or chairs a variety of administrative and staff meetings as required; serves on committee and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
10.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
11.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.

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12.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
13.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
14.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
15.	Performs related duties as assigned.

**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

The Manager, Maintenance and Operations maintains frequent contact with college personnel, vendors, and various outside agencies.

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**EDUCATION AND EXPERIENCE**

**Minimum Qualifications**

Any combination equivalent to an Associate Degree and six years of general experience working in operations, maintenance or facilities functions, preferably with at least two years as a supervisor in one of the functions supervised.

**Desirable Qualifications**

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

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**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of District organization, operations, policies and objectives related to maintenance and operations.
- Knowledge of budget preparation and maintenance
- Knowledge of appropriate software and databases
- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
- Ability to interpret, apply and explain rules, regulations, policies and procedures
- Ability to assess, analyze, implement and evaluate project activities
- Ability to analyze situations accurately and adopt an effective course of action
- Ability to plan, organize and prioritize work
- Ability to meet schedules and time lines
- Ability to work independently with little direction
- Ability to understand and follow oral and written directions
- Ability to communicate efficiently both orally and in writing

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Ability to supervise, train and provide work direction to others  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

A valid California Drivers License

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**WORKING CONDITIONS**

Office environment subject to constant interruptions and frequent interaction with others; field environment requiring site inspections; may require off-site duties and activities.

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