THE POSITION

MANAGER, MAINTENANCE AND OPERATIONS

JOB #CCM996

STARTING DATE

Within a mutually agreeable time as soon as possible after acceptance of the position.

BASIC FUNCTION

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

DUTIES AND RESPONSIBILITIES

Duties and responsibilities as presented are intended to be representative and not restrictive. The district reserves the right to modify the assignment and allocation of duties in accordance with operational needs.

Manage the overall campus maintenance and operations program including custodial, grounds and maintenance functions; consult with campus management and coordinate activities in matters pertaining to assigned functions; evaluate the effectiveness of the maintenance and operations program.

Plan and organize maintenance and operations functions; develop and implement schedules for assigned activities; establish work standards and procedures for maintenance, grounds, HVAC and custodial activities; evaluate and recommend appropriate equipment and supplies for maintenance and operations functions in accordance with established policies.

Initiate, review and approve work orders, service requests, time sheets, requisitions and related documents; maintain various records regarding work orders, labor and materials utilized, personnel assigned, budgets and special programs.

Establish and implement a preventative maintenance program for the campus; assure schedules and activities are communicated; monitor results.

Coordinate campus maintenance and operations safety practices, identify and provide for elimination of hazards; maintain record of inspections of fire alarm, fire extinguisher, fire sprinkler, emergency generators and emergency lighting.

Assist in the preparation of maintenance and operations budget activities; estimate expenditures for operations of activities on assigned campus; monitor expenditures during the year to assure operation within budgeted levels.

Inspect campus for maintenance and safety hazards; prepare work orders as necessary; provide feedback to maintenance and operations staff regarding the general appearance and operations of the campus; establish priorities of maintenance and designate maintenance in terms of repair, alteration, planned or emergency maintenance protocol.

Evaluate and recommend conservation measures relating to use of campus utilities.

Organize, attend, or chair a variety of administrative and staff meetings as required; serve on committee and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.

Train, supervise, evaluate and direct the work of personnel as assigned; participate in the selection and hiring processes.

Plan, organize and arrange appropriate training and development activities for assigned staff; provide orientation for new employees.

Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.

Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural and ethnic background of students. Perform related duties as assigned.

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.

The award of all degrees must be verifiable on a legible transcript.

DESIABLE QUALIFICATIONS

Effective oral and written communication skills.

Administrative experience preferably in public higher education.

Knowledge of Safety Codes, hazardous materials handling and management, OSHA compliance and standards as related to the Community College environment.

SPECIAL REQUIREMENTS

Position requires a valid California Driver’s License. Incumbent may be required to travel off site for business reasons.

SALARY

This is a designated classified management position subject to a one year probationary period. The initial salary placement range is $72,640 - $91,912 annually, 12-month contract, plus an additional $2,600 annually for an earned doctorate from an accredited institution. Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable.

BENEFITS

The District provides a discretionary fringe benefit allowance that may be allocated toward the premium cost of eligible dependent health insurance, dental insurance, vision insurance, life insurance, accident insurance, income protection insurance, and available investment options.

APPLICATION PROCEDURE

Reference Job #CCM996 in all correspondence. Download the District Classified Management Application on our website at http://www.nocccd.edu, or email requests to hr@nocccd.edu, or contact the Human Resources Office at (714) 808-4810. All application materials must be submitted with the District Classified Management Application as a complete package.

A complete application package MUST include the following:

1. Completed District Classified Management Application.

2. Letter of interest which demonstrates written communication skills and addresses the qualifications relevant to the position.

3. Resume describing educational background and work experience.

4. Undergraduate AND graduate college transcripts (may be unofficial). Evidence of degree conferred/awarded must be printed on the transcripts. Evaluations of foreign degrees and/or course work are required. See www.nocccd.edu/Employment for information regarding evaluation of foreign degrees.

5. Copy of valid California Driver’s License. Must be submitted with application.

Incomplete application packages and/or applications without signatures will not be considered. Failure to sign and to complete all fields in the General Information section of the application will be considered an incomplete application. All submitted materials become the property of the North Orange County Community College District and will be considered for this position only. The District will not return or make photocopies of application materials.

Applicant bears the sole responsibility for ensuring that the application package is complete when
submitted. Materials submitted independently of the application package will not be accepted.

Submit application package to:
Human Resources Office
North Orange County Community College District
1830 W. Romneya Dr.
Anaheim, CA 92801

DEADLINE FOR APPLICATIONS
Application package must be received by 5:00 pm, April 25, 2014. Postmarks will not be honored. Application packages received after the closing deadline will not be accepted. The District does NOT accept application materials by fax or email.

SELECTION PROCESS
The Hiring Committee will paper screen applications and select a limited number of candidates for an interview. This process will take several weeks. At the time of the interview a presentation and/or a written exercise related to the assignment may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications DOES NOT ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

The candidate selected for employment will be required to provide the following: official transcripts and verification of experience prior to the first duty day; identification and eligibility for employment within three (3) days of employment, pursuant to the Immigration Reform and Control Act; fingerprints and required medical certification pursuant to statute. NOCCCD will not sponsor any visa applications.

For further information about the position contact:
Mike Kavanaugh – Committee Chair
mkavanaugh@cypresscollege.edu

CYPRESS COLLEGE – “Minds. Motivated.”
Cypress College has motivated the minds of students since 1966. For nearly a half-million people – including actors, athletes, doctors, executives, mechanics, nurses and teachers – Cypress College has been a springboard to their dreams. For some, Cypress College is the ticket into their university of choice and for others it provides essential training for a rewarding career. Just one Cypress College class is often all it takes to provide cutting-edge skills that lead to a promotion or a new job. Cypress College – Minds. Motivated.

Cypress College’s 16,500 students and the highly qualified teaching faculty are proud of the many excellent academic and vocational programs. Cypress College offers 50 university-transfer majors, 137 career-certificate programs, and degrees in 81 areas of study. Dr. Robert Simpson is the president.

Cypress College can be found on the web at www.cypresscollege.edu.

NOCCCD – “Greatness. Achieved.”
The mission of the North Orange County Community College District is to serve and enrich our communities and inspire life-long learning by providing education that is exemplary, relevant, and accessible.

Two of the state’s premiere colleges and one of its most extensive continuing education programs combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 64,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. Our college students are able to shape their futures in programs leading to associate degrees, vocational certificates, and transfer opportunities. Life-long learning also is possible in our continuing education programs that range from high school completion and basic skills mastery through an array of vocational training and self-development courses. The NOCCCD campuses serve an area of over one million diverse people – each pursuing their own, unique ambitions. The NOCCCD – Greatness. Achieved.

The District is governed by a seven-member Board of Trustees, elected by trustee area, by registered voters residing in the District. The Chancellor is Dr. Ned Doffoney. The total District budget for 2013-14 was $190 million.

Cypress College and Fullerton College offer associate degrees, vocational certificates, and transfer education as well as developmental instruction and a broad array of specialized training. The School of Continuing Education offers a variety of academic, training, and enrichment opportunities, including: high school completion, basic skills mastery, vocational certificates, and self-development courses.

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