### MiraCosta logo

### FACILITIES MANAGER

| **Reports to:**  | Director, Facilities |  |  |
| --- | --- | --- | --- |
| **Dept:** | Facilities | **Range:** | 37 |
| **FLSA:** | Exempt | **EEO:** | Executive/Administrative/Managerial |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under direction, plan, organize and manage maintenance and operations staff, activities and preventative maintenance functions at all district locations; and perform related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Plan, organize, control, integrate and evaluate the work of the assigned division; with super­visors and staff, develop, implement and monitor work plans to achieve goals and objec­tives; contribute to the development of and monitor performance against the annual depart­ment budget; supervise and participate in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
2. Manage the performance of building maintenance staff; interview and select new staff; establish perform­ance requirements and personal development targets; regularly monitor performance and provide coaching for performance improvement and development, in accordance with district human resources policies and labor contract agreements.
3. Provide day-to-day leadership and work with staff to ensure a high-performance, service-oriented work environment that supports achieving the department’s and district’s mission, objectives and values.
4. Direct and oversee the construction, installation, maintenance and repair of district facilities at all campuses/sites; coordinate, schedule and supervise building and equipment preventa­tive maintenance, facility and infrastructure repair, remodels and the construction of new facilities; coordinate and monitor contracted services; establish, implement and modify policies/procedures to be facilities requirements.
5. Supervise a variety of building components and skilled trades functions, including carpentry, electrical, plumbing, heating and air conditioning, ventilation and exhaust, painting, drywall, carpeting and floor tile, roofing, awnings, window and door glass, rain gutters, locksmithing and door hardware, window coverings, sign installation, furniture dismantling and assembly, fire, security and other alarm systems, and welding.
6. Consult and coordinate with district personnel and outside contractors to prioritize and schedule work projects; obtain quotes, estimates and timelines for scheduled work; assign work requests and repair tickets to appropriate department staff.
7. Prepare and maintain a variety of records and reports related to building supplies, inventory, budget, work requests, personnel, injuries, equipment and facilities.
8. Ensure district compliance with laws, policies and regulations regarding the use and storage of hazardous materials and pesticides, student and employee safety and accident preven­tion, environmental and site protection, and disaster preparedness.
9. Inspect work sites, work in progress and work completed; ensure conformity with work orders and specifications for assigned projects.
10. Plan, organize, implement, manage and troubleshoot the repair and installation of the district’s electrical systems; manage the energy management system, key manage­ment system and burglar alarm system operations.
11. Order and maintain equipment, supplies and materials for the maintenance district buildings; maintain inventory records.
12. Plan, organize and participate in building security operations; enforce rules and regulations to provide a safe and secure environment.

### OTHER DUTIES:

1. Provide facilities and maintenance support services of the district's fiber optic LAN communi­cation system including initial installation, coordination of subcontractor services and on­going design modifi­cations.
2. Assist in planning/coordinating large capital construction and improvement projects.
3. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
2. Methods, materials and equipment used in the building maintenance trades, including plumbing, electrical, HVAC, painting, locksmithing, welding, carpentry, ventilation, drywall, roofing, window/door glass, door hardware, sign installations and fire/security and other alarm systems.
3. Building construction practices and laws/regulations governing construction and repair of public buildings.
4. Electronic access control system and its proprietary software.
5. District practices and procedures for budgeting, purchasing and maintaining public records.
6. Principles and practices of sound business communication.
7. Research methods and analysis techniques.
8. Principles and practices of effective management and supervision.
9. District human resources policies and labor contract provisions.
10. Safety policies and safe work practices applicable to the work.

### ABILITY TO:

1. Plan, organize, manage, assign, delegate, review and evaluate the work of staff engaged in diverse construction, installation, maintenance and repair of district facilities.
2. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
3. Organize, set priorities and exercise expert, independent judgment within areas of responsi­bility.
4. Develop and implement appropriate procedures and controls.
5. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
6. Communicate effectively, both orally and in writing.
7. Understand, interpret, explain and apply applicable laws, codes and ordinances.
8. Represent the district effectively in dealings with vendors and contractors.
9. Present proposals and recommendations clearly, logically and persuasively.
10. Operate a computer and standard business software.
11. Work from blueprints, shop drawings and sketches; read schematic drawings and technical materials.
12. Estimate time and material requirements for assigned projects.
13. Perform journey-level trades work in the installation/maintenance of equipment and facilities.
14. Analyze situations accurately and adopt effective courses of action.
15. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
16. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
17. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

Graduation from an associate degree program and six years of journey-level experience in one or more of the building maintenance trades, including two years in a supervisory capacity; or an equivalent combination of training and experience. Experience in a public agency is preferred.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

Certified installer designer of future flex fiber optic certificate for the MiraCosta Community College District may be required. If required, certificate must be obtained within six months of hire; attend certified training classes for update of installation certificate.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Building Maintenance Mechanics, HVAC Technicians, CLC Maintenance Technicians, Facilities Assistants and Custodial Maintenance Workers.

**CONTACTS:**

Staff, faculty, students, vendors, contractors and external agencies.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Moderate to heavy physical labor with constant standing and walking for extended periods; walking over rough or uneven surfaces; frequent lifting, carrying, pushing and pulling of objects weighing up to 50 pounds; frequent bending, kneeling and stooping; manual dexterity required to operate power equipment safely; ability to work at a computer, including repetitive use of a computer keyboard, mouse or other control devices; ability to operate district vehicles including electric carts to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; intermittent exposure to individuals acting in a disagreeable fashion; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Indoor and outdoor environments; intermittent exposure to weather conditions including rain and extreme heat; may work on slippery and/or uneven surfaces; work at above-ground locations such as ceilings and roofs and in confined and/or awkwardly configured areas; work in poorly-lighted areas; may be required to work while using or wearing personal protection equipment such as respirators, protective gloves and steel-toed footwear; exposure to dust, oil/grease, gasoline, diesel fuel, smoke and pollen, high-voltage and/or hazardous materials such as pesticides, herbicides, solvents and other toxic chemicals and fumes; work with and around dangerous equipment and machinery with moving parts; exposure to loud noise levels from equipment and vehicle operation; may include day and/or evening hours, weekends and/or holidays on an as-needed basis. Occasional local travel may be requested.