

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

**CLASS TITLE: FACILITY OPERATIONS
MANAGER**

SALARY TABLE: 30

SALARY RANGE: 144

BASIC FUNCTION:

Under the direction of the Director-Facilities, prioritize, organize, direct and perform operations and activities involved in the inspection, cleaning, repair and routine building maintenance activities of district buildings, facilities, grounds and equipment; coordinate and direct communications, projects, resources and personnel to meet Facilities needs and assure smooth and efficient departmental activities; plan, develop, implement and inspect projects; train, supervise, and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Prioritize, organize, direct and perform operations and activities involved in the inspection, cleaning, repair and routine building maintenance activities of assigned buildings, facilities, grounds, gardening and equipment; establish and maintain departmental and project time lines and priorities; assure related activities comply with established laws, codes, rules, regulations, ordinances, policies and procedures.

Coordinate and direct communications, personnel, projects and resources to meet assigned facility needs and assure smooth and efficient departmental activities; plan, develop and implement landscaping and grounds maintenance projects, confer with staff and administrators regarding custodial activities, repair and routine building maintenance activities, progress and related needs and issues; assure proper and timely resolution of department issues and conflicts.

Receive, prioritize, and coordinate response to work orders; monitor progress of maintenance and repair projects; inspect completed projects for accuracy, completeness and compliance with established standards, requirements, work orders and specifications.

Direct activities to assure facilities are cleaned and maintained in a safe and orderly condition; inspect buildings, grounds and facilities to identify maintenance and repair needs; direct routine preventative maintenance functions; coordinate response to emergency custodial and maintenance needs.

Inspect buildings and facilities to identify maintenance and repair needs; assure proper identification and resolution of safety hazards; develop, implement and schedule preventive maintenance functions; coordinate response to emergencies as needed.

Participate in efforts to assure ongoing readiness for all aspects of District emergency/disaster preparedness and response. As requested, assist with readiness and response training for safety marshals, to include drills and exercises.

Supervise the mowing, edging, trimming and watering of lawns, athletic fields and other turf and artificial turf grounds; assure proper preparation of soil; direct personnel and activities to assure turf grounds are developed and maintained according to established quality standards; organize and direct the planting, cultivation, pruning and irrigation of flowers, trees, grass and shrubs.

Develop and implement irrigation schedules; supervise the operation and maintenance of irrigation systems; direct and participate in the installation, repair and maintenance of College irrigation systems and related parts, components and equipment; adjust system settings according to weather conditions and College needs.

Supervise installation, maintenance and repair projects in carpentry, electrical work, HVAC, construction, electronics and plumbing; oversee the troubleshooting, diagnosis and repair of utility, equipment and system malfunctions; assure proper replacement of parts as needed.

Train, supervise, and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and schedules, and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Estimate and assure adequate personnel, materials and equipment needed for cleaning, routine building maintenance and repair projects and activities; compile or obtain cost estimates; monitor and assure adequate inventory levels of equipment and supplies; research and coordinate the purchase of equipment and supplies as needed; assist with bidding functions.

Provide consultation to administrators, personnel, outside agencies and the public concerning cleaning, routine maintenance and repair activities; in collaboration with supervisor, respond to inquiries, resolve issues and conflicts and provide detailed and technical information regarding related projects, services, timelines, standards, requirements, laws, codes, regulations, ordinances, policies and procedures.

Supervise the cleaning of classrooms, lounges, offices, hallways and other facilities; organize and direct the sweeping, scrubbing, mopping, stripping, waxing and polishing of floors; assure proper vacuuming, spot cleaning and shampooing of rugs and carpets; supervise the cleaning of restrooms and assure facilities are stocked with adequate supplies; assist with cleaning routes as needed.

Review budgetary and financial data; control and authorize expenditures in accordance with established limitations; estimate labor, materials and equipment needed for assigned functions;

compile cost estimates; order and assure adequate levels of equipment and supplies.

In conjunction with Risk Management Office, develop and implement procedures and training sessions related to worker safety; coordinate related accident prevention and loss control functions with consultants, personnel and others; ensure staff receives ongoing training.

Direct the preparation of facilities and set-up and assembly of chairs, tables and other furniture and equipment for special events and activities; supervise the cleanup of furniture, equipment and debris following these events; coordinate and participate in special custodial assignments such as pressure washing and weekend projects.

As requested, prepare and maintain various records and reports related to projects, work orders, plans, specifications, inspections, expenditures, inventory, plans, facility use, hazardous waste, personnel, waste management, budgets and assigned activities; assure mandated reports are distributed to appropriate governmental agency according to established time lines.

Operate a variety of power-driven equipment such as mowers, tractors, skip loaders, edgers, blowers, hedge trimmers, chainsaws, forklifts, trucks and other equipment used in grounds work; utilize standard gardening hand tools; drive a vehicle to conduct work.

In conjunction with Community Services Office, organize and direct the preparation of athletic fields and other facilities for sporting activities and special events.

Ensure compliance with all integrated pest management standards according to established campus procedures.

Coordinate the operation of the Energy Management System and related controls to meet College needs and maximize efficiency of energy usage.

Collaborate with local and State agencies in the maintenance of elevator, fire alarm, emergency generators, natural gas lines, plumbing, and energy systems as directed.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Attend, conduct and participate in a variety of meetings and/or committees as assigned; prepare and deliver oral presentations concerning maintenance and repair activities as required; attend and participate in various in-services and seminars.

Coordinate facility use functions to meet the needs of the District and the community.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of operations and activities involved in the inspection, cleaning, repair and routine building maintenance of assigned buildings, facilities, grounds and equipment. Proper methods, techniques, materials, tools and equipment used in routine building maintenance trades.

Grounds maintenance procedures including mowing, edging, raking and weeding.

Methods, equipment and materials used in grounds maintenance and landscaping.

Cultivating, watering and spraying of flowers, trees and shrubs.

Methods and materials used in integrated pest management.

Operation and maintenance of hand and power tools and heavy equipment used in ground maintenance.

Proper methods, techniques, materials, tools and equipment used in the building maintenance trades.

Requirements of maintaining buildings, facilities, grounds and equipment in a safe, clean and orderly condition.

Health and safety regulations and procedures.

Inventory practices, procedures and requirements for facilities, custodial, and grounds maintenance activities.

Applicable laws, codes, rules, regulations, policies and procedures.

Policies and objectives of assigned programs and activities.

Preventive maintenance principles and practices.

Basic budget preparation and control.

Principles and practices of administration, supervision and training.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Record keeping and report preparation techniques.

ABILITY TO:

Organize, direct and perform operations and activities involved in the inspection, cleaning, repair and routine building maintenance of assigned buildings, facilities, grounds and equipment.

Coordinate communications, personnel and projects to meet District needs and assure smooth and efficient departmental activities.

Supervise, train and evaluate the performance of assigned personnel.

Supervise installation, maintenance and repair projects in carpentry, electrical work, HVAC, construction, electronics and plumbing.

Oversee installation, maintenance and repair projects in the routine building maintenance trades.

Coordinate and inspect work of contractors for accuracy, completeness and compliance with established timelines and specifications.

Direct and oversee the preparation of facilities and set-up and assembly of chairs, tables and other furniture and equipment for special events and activities.

Direct and participate in the mowing, edging, trimming and watering of lawns, fields and other turf grounds.

Supervise the operation and maintenance of irrigation system.

Estimate labor, material and equipment requirements for projects and activities.

Direct the planting, cultivation, pruning and irrigation of flowers, trees, grass and shrubs.

Estimate and assure adequate personnel, materials and equipment needed for cleaning, repair and routine building maintenance projects and activities

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Interpret plans, diagrams, blue prints, sketches and specifications.

Direct the preparation and maintenance of a variety of reports, records and files related to assigned activities.

Prepare and maintain a variety of records and reports.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in a related field and four years increasingly responsible paid experience in grounds maintenance, landscaping, construction, maintenance or repair of building and facilities including two years supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Seasonal heat and cold or adverse weather conditions.

Exposure to fumes, dust, odors, oil, grease and gases.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a variety of equipment, including a computer keyboard.

Mobility to reach various campus locations.
Sitting or standing for extended periods.
Walking to inspect projects.
Performance of custodial, grounds and maintenance activities and ability to inspect projects.
Reading a variety of materials.
Lifting, carrying, pushing or pulling heavy objects as assigned by position.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Heavy physical labor.
Climbing ladders and working from heights.

HAZARDS:

Working around and with machinery having moving parts.
Exposure to cleaning agents and chemicals.
Working at heights.
Climbing ladders and working from heights.
Potential exposure to blood borne pathogens.