

# **Desert Community College District**

## **Manager, Maintenance and Operations**

### **Basic Function**

Under the direction of the Director of Maintenance and Operations, understand and support the District's mission, values and goals, plan, coordinate, direct and participate in the activities of the maintenance, groundskeeping and other M&O personnel in the maintenance and operation of the District's buildings, grounds, and related systems and facilities; assure a high quality condition of District facilities; effectively communicate with subordinates, District faculty, staff and supervisor; train supervise and evaluate the performance of assigned staff.

### **Representative Duties**

#### **Essential Functions**

1. Support the District's Mission and Vision.
2. Plan, coordinate, direct and participate in the construction, maintenance, operation, repair, and alteration of all District structures, equipment and related physical facilities.
3. Plan, coordinate, direct, and participate in the operation, maintenance and repair of the District grounds, parking lots, sidewalks, playing fields and other related areas.
4. Confer and coordinate with other M&O supervisory staff regarding methods and procedures of work, supply and equipment requirements and operational problems and conflict.
5. Select, train, supervise, and evaluate the performance of assigned staff; recommend transfers, reassignments, discipline, terminations, promotions and other personnel actions as appropriate; inspect work in progress regarding methods and procedures of work, supply of necessary tools, material and equipment; prioritize and complete projects in and

effective, timely manner.

6. Maintain computerized work order system, track expenses and time resources, generate reports.
7. Maintain and monitor energy management system.
8. Provide oversight for and/or participation in a variety of skilled grounds, operations and maintenance work.
9. Schedule and supervise the use and application of herbicides, pesticides, fungicides, rodenticides, fertilizers and sterilant in a manner that ensures the health and safety of staff, faculty and students, following accepted health and safety practices and regulations.
10. Provide for the proper care, maintenance and repair of District equipment, vehicles and tools.
11. Plan and implement maintenance programs; maintain records of maintenance, repairs and use of the District's mechanical, plumbing, electrical systems; District equipment, tools, vehicles; and building equipment systems such as chillers, cooling towers, boilers, motor control centers, electrical panels, pumps, and drives.
12. Make determination of ongoing and future levels of stock, materials and equipment; make cost estimates of construction and repair projects and prepare requisitions for needed maintenance and grounds supplies and equipment.
13. Assist in preparation of annual budget; track and project departmental grounds and maintenance budget insuring compliance; provide budget status as needed; participate in preparation of annual budget including facility related projects, grounds and maintenance supplies and equipment.
14. Provide for training and development programs for maintenance and grounds personnel; implement maintenance and grounds operations and training manuals; evaluate assigned employees; review incident reports

and accident investigations, make necessary corrective actions or recommendations; assign or reassign personnel to meet the District's business needs or emergencies; interview prospective employees and make recommendations.

15. Remain current on pertinent legal and legislative matters as they relate to maintenance, construction or Cal-OSHA issues.
16. Implement and maintain required or recommended equipment and systems logs and tracking; maintain required permit and certificates for equipment, systems and programs.
17. Direct, supervise and participate in furniture moving, fence mending, emergency repair or cleanup work; assist in the preparation of facilities for athletic and special events.
18. Work collaboratively with faculty, staff, and administration in carrying out the function, responsibilities and duties of the job.
19. Coordinate and work with vendors, inspectors, and others to ensure facility compliance in regard to hazardous materials/waste, fire and life safety, liability, and emissions.
20. Conduct and attend meetings as necessary.
21. Be available on-call; respond to District emergencies.
22. Meet schedules and timelines, organize multiple projects efficiently and effectively and carry out required project details throughout the year.
23. Seek and participate in professional development activities.
24. Other duties and responsibilities as assigned.

## **Knowledge and Abilities**

### **Knowledge of**

Methods, tools, materials, equipment and practices utilized in building and grounds maintenance work; building construction work; plan checking and building inspection as it relates to structural, plumbing, electrical, heating,

air conditioning and refrigeration; turf management, arboriculture, horticulture pest and plant disease control and eradication; irrigation principles and controls; athletic field preparation and maintenance; building equipment systems such as chillers cooling towers, boilers, motor control centers, electrical panels, pumps and drives; computers and applicable software including word processing, spreadsheets, presentations, and email; laws governing construction, repair and regulatory compliance of public school facilities; principles and practices of supervision; and safe work practices and procedure.

**Ability to**

Plan, coordinate, supervise, assign and participate in all aspects of the District's building and grounds maintenance activities; read, interpret and work from drawings and blueprints; estimate material and labor costs; plan, schedule and control a diversified maintenance, grounds and operations work program; inspect and supervise the various repairs, construction, maintenance and grounds work system; supervise the safety and proper operation of District equipment including and not limited to vehicles, welders, lifts, mowers, hedgers, and related power equipment; insure the safety of personnel and the proper care of District property and equipment; apply coatings, adhesives, lubricants, specialized chemicals in a safe, effective and appropriate manner; analyze situations correctly and adopt an effective course of action, using subordinates effectively; meet schedules and timelines, communicate effectively both orally and in written form with supervisor and assigned personnel; operate a computer and applicable software including word processing, spreadsheets, presentations, and email; maintain records; make mathematical calculations quickly and accurately; lift, carry, push and pull heavy objects; bend at the waist, kneel or crouch; walk or stand for extended periods of time, climb ladders, operate lifts,

tractors or other heavy equipment; work independently and confidentially with minimal direction; exercise tact and diplomacy in dealing with sensitive or confidential matters; establish and maintain effective working relationships with assigned employees, other staff and faculty and others as it relates to the duties of the position.

### **Education and Experience**

#### **Any combination equivalent to**

Graduation from high school and five (5) years of increasingly responsible experience in maintenance of grounds, buildings, and HVAC, electrical or plumbing systems. Two (2) years of supervisory/lead experience required and may be included as part of the five years listed above. Related college course work and/or journeymen training experience desirable.

### **Working Conditions**

#### **Environment**

Both indoor and outdoor work environment. Regular exposure to fumes and noise from equipment operations. Working at heights and in tight, enclosed areas. Be available on-call to respond to emergency situations. Driving a vehicle to conduct work as necessary. Requires some evening and weekend responsibility.

This position is housed at main location in Palm Desert campus but, it may travel to other campus if needed.

### **HAZARDS**

Working around and with machinery having moving parts. Working with chemicals, adhesives, and coatings.

### **Employment Status**

- Classified Supervisor

- Leadership VII

Adopted