

# JOB DESCRIPTION



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**Position Title:** Facilities Maintenance and Project Manager

**Division:** Facilities

**Employment Category:** Exempt Staff

**Primary Location:** District-wide  
Based on the Douglas Campus  
Fleet Vehicle Provided

**FLSA Classification:** Exempt  
**Remote Work Eligible:** No

**Parameters:** Full-Time; 12 Months/Year

**Pay Grade:** EX13

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**Position Summary:** The Facilities Maintenance and Project Manager is responsible for managing the day-to-day maintenance and repair functions, construction and renovation projects, collaborating with other departments, including resource coordination and procurement to ensure timely and successful outcomes.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Provides leadership and supervision of District Electricians and HVAC Technicians; develops and schedules work processes, and provides the tools and equipment necessary to complete tasks; monitors work performance and standards ensuring quality, timeliness and compliance with safety standards; participates in the hiring process, mentoring, professional development and employee performance evaluations

Oversees the day-to-day maintenance and repair throughout the district, ensuring effective and efficient protocols are in place to best use college resources; develops and implements processes that utilizes available resources to provide a safe and comfortable learning environment; ensures work order systems are managed to best meet the needs of the college, employees, and students

Assigns team member responsibilities and evaluates work quality and project progress; reviews and responds to changes in project scope, resources and required deliverables

Collaborates with other college departments, and coordinates contracted services, on project design, procurement, construction and close-out; assists in development and management of project budgets; solicits vendors, and participates in vendor qualifications and proposal processes; works with subject matter experts to assure that applicable requirements are identified and included in all projects

Assists with in-house and contracted services for construction and renovation projects, utilizing project management software; reviews construction drawings for functionality, completion, and adherence to federal, state and local codes and regulations; assures close-out documentation is completed and accurate; verifies all drawings are updated to reflect “as-built” conditions

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Assists with the development and maintenance of technical and engineering documents, drawings, and related specifications; assists with development of standards for construction, equipment and materials ensuring district-wide consistency

Responds to emergency calls, tasks and work orders, as required

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

## **Education and Experience Requirements:**

Bachelor's degree in Construction Management, Engineering, Applied Science, or related field from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education, AND,

Four (4) years related experience, AND

Two (2) years of experience in project management or other related job positions

Valid Arizona drivers' license and ability to obtain clearance to drive under the college's insurance policy

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities has been achieved may be considered.*

## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures

Knowledge of and general ability in AutoCAD, or other construction design software

Knowledge of construction management practices and principles

Knowledge of construction, maintenance, alteration and repair of building components and structures

Knowledge of project management methodologies and the respective execution phases including project monitoring and issue resolution

Knowledge of supervisory principles, practices and techniques

Skill in reading blue prints and schematics

Skill using project management tools, such as Gantt charts, PERT charts, MS Project, and Visio

Skill in supervisory practices and techniques

Skill in coordinating and prioritizing competing demands

Skill in developing and documenting workflows and timelines

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

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Ability to analyze problems, identify solutions, and take appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

**Work Environment:** Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls. Early morning, evening, and/or weekend work is required. May be required to be available for after-hours emergency response to ensure continuity of services in support of the college's mission, students and staff. Travel is required. Fleet vehicle provided.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting only occasionally, walking and standing are required regularly, incumbents may be required to kneel, crouch/squat, crawl, climb, stoop, turn/twist, balance, reach or handle

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports To:** Director of Facilities

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.