

JOB DESCRIPTION



Position Title: Facility Services Manager

Department: Facilities

Employment Category: Exempt Staff

Primary Location: District-wide

FLSA Classification: Exempt

Remote Work Eligible: No

Parameters: Full-Time; 12 Months/Year

Pay Grade: EX 11

Position Summary: The Facility Services Manager is responsible for managing the district-wide custodial program, including training, mentoring and evaluation of staff, ensuring adherence to industry cleaning standards and healthy environments, for developing and evaluating cleaning methods and schedules, and ensuring efficient and safe work practices.

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 facility services staff, monitoring and evaluating of work practices and performance to ensure quality, timeliness, and compliance with safety standards; assists in the development and adherence to departmental policies and work procedures

Assists other district facilities managers with coordination, execution, and oversight of maintenance and repair activities and renovation projects; assigns preventative and corrective action work orders using the computerized maintenance management system; takes timely action to correct deficiencies and performs record updates to improve work order process

Participates with plan and specification reviews for new construction, remodeling and repair projects; ensures sufficient staffing support, equipment and materials are available for successful project completion; participates in walk-throughs to provide quality checks and recommendations for process improvement

Coordinates equipment and office relocations, including college event setups and teardowns; participates in event planning meetings

Provides orientation and routine training on the philosophy of cleaning; reviews and demonstrates cleaning practices, techniques, and proper use of cleaning agents to recognize potential hazards and comply with safety standards, and minimize the spread of infections

Ensures staff awareness and locations of Safety Data Sheets (SDS) and OSHA Hazard Communications (HAZCOM); trains staff on identifying hazardous materials, proper mixing of chemicals, use of personal protective equipment, and locations of eye wash stations, first aid kits and Automated External Defibrillator (AED) devices; oversees the completion of required inspections for eye wash stations and fire extinguishers

Schedules, prioritizes and oversees custodial equipment maintenance and repair; plans and oversees seasonal facility services tasks such as floor stripping, refinishing and carpet cleaning; supports and coordinates the maintenance needs with other departments as needed

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Works closely with the events management staff in the coordination and execution of college events and special projects; plans and oversees the preparation, setup and tear down, ensuring the meeting areas are clean, organized and aesthetically pleasing; organizes employee, furnishing and equipment relocations to include transport and setup

Monitors general condition of facilities and safe working practices are followed; reports safety hazards and repair needs to maintain a safe and functional environment; reviews and assigns preventative and corrective action work orders; reviews and resolves customer complaints or comments, ensuring customer satisfaction

Oversees department inventory, including consumable supplies and equipment; maintains proper inventory of materials and equipment to ensure efficient custodial services

Responsible for evaluating staff and makes recommendations regarding hiring, retention, advancement and corrective action or discipline as required

Responds to emergency calls, tasking and work orders as assigned by supervisor; adjusts work hours to provide supervisory coverage and project support, as needed

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:

Associates degree from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Seven years' related experience, including four years' management and/or supervisory experience

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

Knowledge, Skills and Abilities:

Knowledge of supervisory principles, practices and techniques

Knowledge of cleaning practices and techniques

Knowledge of cleaning agents, equipment and supplies

Knowledge of the English language in order to follow written instructions and directions

Knowledge of college policies and procedures or ability to learn

Skill in supervisory practices and techniques

Skill mixing cleaning agents

Skill operating and using cleaning equipment and supplies

Skill establishing and maintaining effective working relationships with other department staff, faculty, students and the public

Skill in presenting ideas and concepts orally and in writing

Skill in basic computer use for data entry

Ability to learn and follow college policies and procedures

Ability to supervise and schedule the work of others

Ability to adapt to a dynamic work load and demands

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Ability to make responsible judgment decisions that support customer satisfaction
Ability to perform record keeping and mathematical calculations
Ability to lift heavy objects and perform heavy manual labor
Ability to perform manual cleaning and related labor and to work continuous hours while standing
Ability to understand and follow verbal and written instructions using the English language
Ability to work independently and interact with others in an appropriate helpful manner
Ability to establish and maintain effective working relationships with fellow employees, supervisors, and the public

Work Environment: Work requires working early morning shifts and is primarily performed under limited supervision. Incumbent generally performs work in a typical classroom or laboratory setting with appropriate climate controls and includes exposure to mechanical and chemical hazards. Travel may be 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

Other Considerations: Fleet vehicle provided for work related use. Technology stipend provided.

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.