

**San Jose · Evergreen Community College District
Classified Management Job Description**

Position: Maintenance Manager

Department: Facilities

Location: District Office

Date: October 12, 2022

POSITION PURPOSE

Under the general direction of assigned administrator, the Maintenance Manager plans, directs, and implements all facilities maintenance projects and non-bond construction projects. The position oversees daily operations of maintenance workers and various contractors, and is responsible for preventive maintenance and repairs of all District buildings, vehicles and equipment.

NATURE and SCOPE

The Maintenance Manager plans, organizes and manages various District-wide maintenance activities; assures proper maintenance and optimal working environment and conditions; trains, supervises and evaluates the performance of assigned personnel. Assignments will also include the coordination of renovation projects in a variety of areas including HVAC, plumbing, electrical, carpentry, hardware, and miscellaneous repair tasks. This position requires extensive knowledge of trades associated with building and facility maintenance.

KEY DUTIES and RESPONSIBILITIES:

1. Plan, organize and manage various District-wide maintenance activities; assure proper maintenance of buildings and optimal working environment and conditions; participate in the development and implementation of goals, objectives, policies and priorities regarding facilities and maintenance.
2. Establish schedules and methods for providing repair and preventive maintenance services including such factors as time estimates and constraints, project urgency, availability of staff, supply needs as well as equipment availability.
3. Review work orders, prepare sketches and diagrams, and establish priorities for work to be done.
4. Inspect the work of staff in progress and upon completion; provide advice and assistance to staff; ensure maintenance procedures are completed in a satisfactory and thorough manner and in compliance with District safety policies and procedures.
5. Participate in the development of specifications for maintenance and repair contractual services; administer contracts; purchase supplies and materials.
6. Supervise, inspect, and approve small construction and installation projects of outside contractors. Assist with contractors to ensure work in guidelines established.
7. Oversee small construction projects assigned by supervisor.
8. Assist with complex construction projects including review design document, resolve technical problems with input from staff and designers, and make comments on specifications for mechanical, plumbing, electrical and other trade infrastructure details.
9. Communicate with administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
10. Assist in the preparation of the maintenance budget; control and authorize expenditures in accordance with established limitations.

11. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
12. Serve as the primary contact for emergencies and make decisions to resolve and mitigate emergency situations or conditions resulting from the malfunction of operational building systems and after hours work demands.
13. Ensure adherence to effective work methods and safety requirements including the district Injury and Illness Prevention Program, Hazardous Materials Business Plans, and other campus safety and environmental regulations. Participate and support programs of campus safety, OSHA requirements, and chemical and hazardous materials operations to comply with state and federal regulations.
14. Assure compliance with applicable safety regulations such as OSHA; provide training in various aspects of the maintenance department including safety.
15. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; train, counsel, and discipline personnel according to established policies and procedures.
16. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of facilities maintenance.
17. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Planning, organization, and management of various maintenance activities.
2. Practices, standards, methods, tools, equipment and materials used in various building trades.
3. Applicable laws, codes, regulations, policies and procedures related to construction and maintenance activities.
4. Basic principles and practices in the areas of HVAC, electrical, plumbing, painting, carpentry, hardware, vehicles and equipment.
5. Safe work practices including applicable OSHA guidelines.
6. Computerized work order systems and record keeping and reporting.
7. Budget preparation and control.
8. Oral and written communication skills.
9. Interpersonal skills using tact, patience and courtesy.
10. Principles and practices of supervision and training.
11. Operation of maintenance equipment.

Skills and Abilities to:

1. Prepare and maintain reports and reports related to assigned activities.

2. Read and understand design drawings, specifications, blue prints and technical manuals.
3. Schedule a variety of jobs and maximize use of resources.
4. Prepare and develop plans, specifications and cost estimates.
5. Communicate effectively both orally and in writing.
6. Interpret, apply and explain rules, regulations, policies and procedures.
7. Establish and maintain cooperative and effective working relationships with others.
8. Operate a computer and assigned office equipment.
9. Analyze situations accurately and adopt an effective course of action.
10. Work independently with little direction.
11. Plan and organize work to meet schedules and time lines.

Education and Experience:

1. Graduation from high school or G.E.D. equivalent.
2. Four years of increasingly responsible experience in skilled building maintenance or in one of the building trades requiring installation, maintenance, or repair of plumbing, electrical, heating and air-conditioning systems and equipment at the journeyman level.
3. Two years' experience in a supervisory or lead capacity in facilities or maintenance team or equivalent experience.
4. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

LICENSE AND CERTIFICATE:

1. A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.
2. OSHA-30 Hour Certified (preferred).

WORKING CONDITIONS:

1. Typical outdoor/indoor construction environment.
2. Frequently exposed to outside weather conditions, near moving mechanical parts, on slippery and uneven surfaces, humid conditions, fumes or air-borne particles, toxic or caustic chemical and risk of electrical shock. The noise level in the work environment is moderate to loud.
3. Lift up to 60 pounds unassisted.
4. Bend, stoop, climb and perform tasks requiring physical agility and strength.

Date Approved: 9/06; 10/11/22 (revise duties)
Salary Range: M 20
EEO-Category: 2B2 - Other Professionals