

CLASSIFICATION SPECIFICATION

Facilities Operations Manager

FT/PT Class Code: 3138, 3638 Pay Grade: B/C 18 FLSA: Exempt Est. 06/04/21

SUMMARY STATEMENT: This position is responsible for managing the daily operations of a campus Facilities Division, including providing general oversight of maintenance and upkeep of physical facilities, grounds, custodial, and related services for full- and part-time employees, and contracted services, and supervision of Facilities staff.

NATURE AND SCOPE:

An incumbent in this management staff position reports to the Director of Campus Facilities. Typically reporting into this position are Maintenance Mechanics, Electrical Specialists, Groundskeepers, HVAC/Refrigeration Mechanics, and Facilities Sanitation Technicians. Typical contacts are virtually all campus employees, Vice President/Campus Director, staff employees at the Office of the President including Collegewide Director of Facilities, officials at other State agencies, and the general public.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Provides general oversight of facilities maintenance activities. Supervises facilities division staff.
2. Negotiates and executes contractual agreements in accordance with established guidelines to perform maintenance and repair services.
3. Manages work order system to ensure requests for services or repair are completed in a safe, accurate and timely manner.
4. Provides facilities support to campus staff for special events as requested by campus leadership.
5. Provides general oversight of facilities division equipment use and maintenance. Ensures complete and accurate building files, equipment lists, and contract records are maintained.
6. Provides advice and counsel to Director of Campus Facilities on facilities operations to improve condition and energy efficiency of facilities.
7. Assists in the development and allocation of the campus Facilities budget. Manages operating budget within guidelines. Properly documents receipt of purchases and services in the best interest of the campus and College.
8. Assists in developing and recommending changes or additions to Division policies and procedures directed at improving employee morale, retention, communications, and productivity.
9. Ensures that staff have access to and participate in training and development activities including safety training.

PRINCIPAL ACCOUNTABILITIES, cont'd:

- 10. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◇ Knowledge of College policies and procedures.
- ◇ Knowledge of federal and State laws, rules and regulations pertaining to commercial building and fire codes.
- ◇ Knowledge of the construction project management.
- ◇ Skill in the collection, analysis, and presentation of data from a variety of sources.
- ◇ Skill in oral and written communication.
- ◇ Skill in the operation, maintenance, and repair of building systems and grounds.
- ◇ Ability to use sound judgment and reach logical conclusions.
- ◇ Ability to identify and analyze problems/needs/issues, assess their operational risks and make recommendations.
- ◇ Ability to supervise technical staff.
- ◇ Ability to develop, recommend and implement campus or College facilities operating procedures.
- ◇ Ability to establish and maintain effective working relationships with College/campus administrators, supervisors, employees, and the public.
- ◇ Strong interpersonal and presentation skills.
- ◇ Ability to effectively communicate and relate to a diverse population in a multicultural environment.

MINIMUM QUALIFICATIONS:

- ◇ Associates degree in relevant field and four (4) years of relevant experience; or at least six (6) years of relevant experience; or other combination of education and experience.