

# Job Description

Position Title: Assistant Manager, Facilities and Operations

Job Group: Facilities

Job Level Group: Manager/Supervisor/Lead

FLSA Status: Exempt

## Position Summary:

The Facilities and Operations Assistant Manager manages campus maintenance operations to ensure buildings are safe. Oversees work performed by contractors. Implements capital and campus improvement projects for the College. Supervises maintenance and repair of the assigned location such as 29<sup>th</sup> Street, District Office, and Aviation Technology Center. Assists establishment of short and long-term projects related to maintenance and operations activities

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Maintains equipment and performs preventative maintenance. Troubleshoots and repairs equipment and performs inspections to ensure efficient operation.
2. Determines repairs or replacements required for an operational and safe campus. Implements College solutions for Americans with Disabilities Act compliance. Reaches out when necessary for solutions outside of expertise.
3. Schedules preventative maintenance and repairs of electrical, plumbing, and HVAC systems, inspects and approves work performed. Tracks work requests and orders parts through FAMIS system as needed.
4. Monitors the Energy Management Control Systems to ensure comfort control is maintained and repairs HVAC related equipment as needed.
5. Supports the College by providing various other maintenance support such as electrical repairs, plumbing repairs, and general campus maintenance.
6. Oversees the administration of service contracts.
7. Responds to questions or concerns from administration, staff, students.
8. Prepares and administers the campus maintenance budget;
9. Provides input as requested regarding general maintenance of the assigned site.
10. Provides support for facility services, campus hosted special events, College functions, conferences, athletic events, and related campus events.
11. Makes skilled trade and journey-level repairs or installations depending on area of assignment and expertise.
12. Attends scheduled meetings and required trainings to maintain current industry knowledge.

13. Provides supports during college sponsored events.
14. Performs all other duties and responsibilities as assigned or directed by the supervisor.

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

1. Knowledge of regulatory compliance principles and practices
2. Skill in budget/resource management
3. Skill in coordinating and monitoring the work of others
4. Skill in effective communication (both written and oral)
5. Skill in independent decision making
6. Skill in organization, coordination and management
7. Skill in performing a variety of duties, often changing from one task to another of a different nature
8. Skill in problem solving
9. Skill in program development and process improvement
10. Ability to adapt and maintain professional composure in emergent and crisis situations
11. Ability to develop and maintain effective and positive working relationships
12. Ability to operate relevant equipment required to complete assigned responsibilities for the position

### **Supervision:**

- Guides work of others who perform essentially the same work. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews. Does not have responsibility for termination or making pay decisions.

### **Independence of Action:**

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Governance, Institutional Policy, and Legislation:** Allows impact on the guidelines that determine how the College operates.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High school diploma or GED required.
- Vocational or technical training in a skilled trade preferred.
- Three (3) to five (5) years of related experience with equipment maintenance required.
- Five (5) to eight (8) years of related experience with equipment maintenance preferred.

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, crawl, climb, balance, reach, and twist; to lift, carry, push, and/or pull moderate to heavy (over 50 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, electrical current, chemicals, tight spaces or high places, moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License
- On-call rotation duties
- Some evening or weekend work hours