

# Job Description

Position Title: Manager, Facilities and Operations

Job Group: Facilities

Job Level Group: Manager/Supervisor/Lead

FLSA Status: Exempt

## Position Summary:

The Manager, Facilities and Operation manages campus maintenance operations to ensure buildings are safe. Supervises facilities staff and oversees work performed by contractors. Plans capital and campus improvement projects for the district. Supervises maintenance and repair of the physical plant, assigned campus, education centers, and District Office. Assists establishment of short and long-term projects related to maintenance and operations activities. Performs strategic planning and management of various College-wide operational units.

## 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. Determines repairs or replacements required for an operational and safe campus; works closely with State Fire Marshall, Department of Public Safety, and outside agencies to ensure safety compliance. Implements College solutions for Americans with Disabilities Act compliance.
2. Schedules preventative maintenance and repairs of electrical, plumbing, and HVAC systems, building and grounds. Coordinates specialized repairs or improvements with contractors and vendors; inspects and approves work performed.
3. Coordinates non-contracted work on capital improvements. Oversees the administration of service contracts.
4. Supervises employees; prioritizes and assigns work; conducts performance evaluations; ensures staff are trained; and makes hiring, termination, and disciplinary recommendations.
5. Responds to questions or concerns from administration, staff, students, or outside agencies.
6. Prepares and administers the campus maintenance budget; assists in implementing and forecasting funds for staffing, materials, and supplies. Participates in administrative planning committees; advises and recommends solutions regarding the facilities and its needs.
7. Provides input for facilities planning and facilities management on projects that involve the College master plan and general maintenance of the college.
8. Provides support for facility services, campus hosted special events, College functions, conferences, athletic events, and related campus events.
9. 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:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

## Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

## 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.

- Bachelor's degree in a related field of study required.
  - Masters' degree in a related field of study preferred.
  - Three (3) to five (5) years of related experience in facilities.
  - Five plus (5+) years of related experience preferred.
  - Up to One (1) year of related in facilities with supervisory experience required.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

## 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