

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MAINTENANCE & OPERATIONS MANAGER (NIGHT SHIFT)

BASIC FUNCTION:

Under the direction of an area administrator, coordinate and direct the daily activities of the graveyard custodial shift; train, supervise, evaluate, and participate in the selection of assigned staff at all District locations; participate on committees as required; work daytime shift as assigned; interface with the Maintenance, HVAC, and Grounds crews as needed.

REPRESENTATIVE DUTIES:

Plan, organize, direct and schedule the operations and activities of the custodial services functions, and other areas as assigned; perform duties as needed to support the operations of the department. *E*

Train, supervise, direct, evaluate and participate in the selection of assigned staff. *E*

Coordinate adequate staffing levels to provide proper custodial coverage and assure clean and safe conditions of buildings. *E*

Prepare and maintain custodial safety practices and assure compliance with applicable regulations; conduct periodic safety training. *E*

Assist with scheduling maintenance, grounds work and cleaning of buildings as required and based on seasonal availability; participate as requested, in the planning and coordination of District remodeling and refurbishing projects. *E*

Communicate with district personnel, and outside contractors to exchange information, prioritize and coordinate activities and resolve issues and concerns. *E*

Assist in solving personnel and technical issues; recommend personnel, equipment and material needs; prepare cost estimates regarding required work projects; evaluate work projects. *E*

Assist with the administrative functions and processes of the department. *E*

Coordinate and act as department head in the absence of the M&O Director; may serve as administrator on duty during assigned shift. *E*

Assist in development of a budget for the M&O Department, ensuring proper use of labor and materials. *E*

Prepare and maintain work orders and records related to work performed. *E*

Perform other/related duties as assigned.

CLASS TITLE M&O Manager –cont'd

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Equipment, materials, methods and techniques used in a wide variety of custodial requirements.
Operation and proper maintenance of tools, equipment and machinery used in custodial and maintenance activities.
Requirements of maintaining buildings, grounds, and facilities in a clean, safe and orderly condition.
Applicable ordinances for safety and health precautions.
Principles and practices of supervision and training.
Laws and codes controlling the repair and cleaning of college facilities.
EPA rules and regulations pertaining to handling and storage of hazardous and toxic materials, including Hazardous Materials Business Plan compliance.
District organization, operations, policies and objectives.
Operation of a personal computer and data entry techniques.
Proper methods of storing equipment, materials and supplies.
Inventory control methods and practices.
Health and safety practices, regulations and procedures.
Record-keeping techniques.

ABILITY TO:

Direct, schedule, inspect, and supervise the operations of custodial staff.
Assign, train, supervise and evaluate assigned personnel.
Estimate time and materials needed on a wide variety of projects.
Determine priorities and schedule work accordingly.
Interpret plans, blueprints and specifications.
Maintain accurate records and prepare reports.
Understand, interpret and apply policies, laws, rules and regulations.
Communicate effectively with others both verbally and in writing.
Exercise initiative and independent judgment.
Work graveyard shift.
Inspect facilities for repair, safety and health hazards.
Operate a personal computer to enter data, maintain records and generate reports.
Analyze situations accurately and adopt an effective course of action.
Work cooperatively with others.
Perform occasional heavy physical labor.
Understand and follow oral and written directions.
Observe legal and defensive driving practices.
Operate a district vehicle.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and four years of increasingly responsible custodial experience and/or other related experience involving facilities maintenance and repair, including at least two (2) years in a lead or supervisory capacity.

Associate degree is preferred.

CLASS TITLE M&O Manager –cont'd

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Indoor, outdoor, office and shop environment, subject to driving from site to site to conduct work, subject to seasonal heat, cold, temperature changes and extreme weather conditions, and subject to noise from equipment operation.

Position may occasionally require standing and walking for extended periods of time, climbing, bending at the waist, crawling, kneeling, reaching, pulling, pushing, carrying, lifting up to 50 pounds, climbing ladders and working at heights; ability to gauge others' manual dexterity in the operation of power tools and equipment, and the enforcement of safety at all times.