

**Maintenance and
Operations Manager
Cerro Coso Community College
Kern Community College District
JOB DESCRIPTION**

Definition

Under the direction of the assigned supervisor, the Maintenance and Operations Manager is responsible for managing departmental responsibilities that support the effective operations of the Maintenance and Operations department.

Examples of Duties

- Plan, organize, and direct activities and operations involved in cleaning and maintenance of college buildings and facilities, including classrooms, lounges, offices, restrooms, hallways, and athletic facilities; oversee the collection and disposal of waste materials, to include hazardous waste.
- Manage and monitor assigned college systems entrusted to the division, including the operation of the energy management system (EMS), door lock access system, key records, work order system, inventory, and irrigation scheduling system. Also oversee programs such as events, collegiate sports activities, and outside use of facilities,
- Supervise assigned personnel, including development and evaluation of all support staff.
- Coordinate the safety-training program for all department staff and maintain appropriate records.
- Coordinate inspections and maintain accurate records in areas including elevators, ADA compliance, and fire alarm systems. Make sure all safety, sanitary, and security regulations for the division are met.
- Participate in meetings and conferences related to college events within the assigned area; disseminate information, coordinate set ups and implement schedules; follow up on action items, and develop program reports as needed.
- Work with event planning teams and others to make sure all campus and community events are scheduled, set-up, and staffed appropriately.

- Manage preparation and clean up for events, respond to campus emergencies and other maintenance/operation malfunctions, and provide immediate troubleshooting, diagnosis, and suggested repair of equipment as needed.
- Develop, coordinate, and maintain a building cleaning system of all campus buildings and a current master record on all assignments given.
- Develop and coordinate in-service training programs for assigned Maintenance and Operations personnel.
- Participate in planning, preparing, and administering department budget as it pertains to cleaning equipment and supplies to assure preventive maintenance and proper replacement of equipment, parts, and components as needed for all assigned disciplines.
- Serve on committees as assigned.
- Perform related duties as assigned.

Minimum Qualifications

- Any combination equivalent to: Associate degree and three years of facilities operations experience, including experience in custodial services, building safety, and/or event coordination.
- Three years' experience in a responsible leadership or management position.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.
- Possession of a valid California Drivers License.

Knowledge and Abilities

Knowledge of:

- Operations and activities pertaining to grounds inspection, cleaning, maintenance, and repair of college buildings, facilities, and utilities.
- Modern office procedures, methods and computer equipment; Work order software; and Microsoft Software such as Excel and Word.
- Principles and procedures of managing an EMS system.
- Pertinent federal, state, and local laws, codes, and regulations related to

the assigned special programs processes.

- Operation and use of custodial equipment including repair requirements in maintaining custodial equipment.
- Proper use and storage of custodial chemicals.
- Record-keeping and report preparation methods.
- Principles of budget control and personnel management.
- Correct English usage, spelling, grammar, and punctuation.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Evaluate and implement project goals.
- Communicate information to individuals and groups.
- Interpret and apply the policies and procedures of the college and the project initiatives.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.
- Interact with and motivate others.
- Supervise and provide work direction and guidance to assigned staff.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Collaborate with college personnel and key project staff to track program effectiveness based on evidence-based milestones for student success.
- Operate a district vehicle.

Working Conditions

Environment: Office, indoor and outdoor work, driving a vehicle

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1 Often—51-75 percent = 3

Occasional—25-50 percent = 2 Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.

2	Ability to stand for extended periods of time.
3	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
4	Ability to lift 50 pounds.
4	Ability to carry 50 pounds.
4	Ability to move throughout buildings and inspect cleanliness.
4	Ability to ascend and descend stairs.
2	Ability to operate custodial equipment.
4	Ability to operate office equipment.

Status/Rationale

This is a classified administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

Approved 6/11/2025