

Building Facility Manager
District Office
Kern Community College District
JOB DESCRIPTION

Definition

The Building Facility Manager shall be under the general direction of the Executive Assistant, Chancellor's Office, to plan, coordinate, and supervise the operation of the District Office facility, including custodial and grounds, HVAC system, maintenance of vehicles, safety, security, and coordination of facilities usage.

Examples of Duties

1. Perform, coordinate, and supervise duties of custodial staff, including the review and evaluation of work assignments for completion and compliance; make recommendations for improvements and modifications.
2. Participate in the selection/hiring decision of subordinate staff; evaluate and recommend disciplinary action as appropriate; train and assign subordinate staff; and provide recommendations concerning performance and/or promotion.
3. Develop budgets for buildings, grounds, maintenance, custodial services, safety, supplies, and vehicle fleet supplies and equipment.
4. Assist in or coordinate the overall planning and decision-making for maintaining the safety, utility, and appearance of the facility.
5. Prepare work orders and/or coordinate and supervise the work of outside contractors and vendors for crafts, such as carpentry, plumbing, heating, ventilating, electrical, air conditioning, auto mechanic, and inspect for completion of assignment.
6. Manage the HVAC Energy Management System, lighting, and door closure schedules.
7. Order custodial and grounds supplies and equipment, including storage inventory and distribution of supplies and equipment.
8. Act as liaison to security, burglar, fire alarm service, pest control service, and other providers.

Example of Duties (continued)

9. Perform and coordinate the usage of facilities by District personnel/groups and organizations within the community; set-ups, teardowns, and clean-up, staff scheduling, and the assignment of overtime.
10. Maintain a building keying system and master keying record of all keys issued to and retrieved from employees.
11. Prepare various personnel actions, including time sheets, and accurate, timely, and instructive annual evaluations for custodial staff; implement corrective actions when necessary.
11. Provide information and respond to questions from faculty, staff, students, and the public; perform investigations and seek resolution of complaints and concerns.
12. Submit requests for deferred maintenance projects, as well as meet with architects and engineers to review plans and projects.
13. Develop plan for 24-7 coverage relating to building usage, custodial, grounds, maintenance, safety, security, and emergencies.
14. Ensure operation, upkeep, and record retention of District vehicles.
15. Serve on or chair District/College Committees, task forces, and project teams as assigned.
16. Perform other duties as assigned.

Minimum Qualifications

- Bachelor's degree in a related field (Equivalent: Completing high school or Associate degree or certification and relevant experience will be converted on the basis of two years related experience is equal to one year of education.)
- Three years of progressively responsible experience in supervision of maintenance and operations and/or facilities.
- Possession of a valid California Driver's License.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Knowledge of:

- Methods, practices, equipment, and supplies used in facility maintenance, building, and safety regulations.
- Budget preparation and control.
- Principles of project management and supervision.

Ability to:

- Analyze problems and offer alternative solutions.
- Operate a computer and assigned software and office equipment.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies, and procedures.
- Work independently and meet schedules and timelines.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Interpret plans and specifications
- Establish and maintain cooperative and effective working relationships with others.

Working Conditions

Environment: Office

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
Occasional—25-50 percent = 2

Often—51-75 percent = 3
Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
4	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
3	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 bend and twist.
4	Ability to lift 50 pounds.
4	Ability to carry 50 pounds.
4	Ability to operate office equipment.
4	Ability to reach in all directions.
4	Ability to climb a ladder onto a building roof.

Status/Rationale

This is a managerial/supervisory position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

7/23/08