JOB SUMMARY

Provides comprehensive management of all maintenance and operations of multi-campus district facilities. Manages centralized district-wide and district office auxiliary services department functions. Works with supervisor on real estate acquisitions district-wide. Develops long and short range operation plans for district facilities, security and auxiliary services. Assists the Director Strategic Business Support Services in planning, directing and implementing long range services for the departments and district.

SCOPE

This position works in the area of business services and manages facilities and auxiliary services. Work contacts include administrators, faculty, staff, government agencies, vendors, consultants and construction contractors. Equipment used includes standard office equipment, closed circuit television systems and automated HVAC control systems.

SUPERVISION RECEIVED

This position reports to the Director Strategic Business Support Services; receives broad direction in all areas of assigned responsibility.

SUPERVISION EXERCISED

Supervises maintenance and operations personnel, receiving, mailroom and copy center personnel, district security and temporary and student staff.

This job classification description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.
EXAMPLES OF DUTIES AND RESPONSIBILITIES

Plans for, organizes, and supervises staff and contractors in the support of multiple district office facilities, receiving, mailroom, copy center, security, asset control and district-wide auxiliary operations. Manages the maintenance and operation of the college/multi-campus facilities, grounds, mechanical equipment and utilities distribution; provides technical direction to multiple locations, oversees building and grounds remodeling and major maintenance projects; develops, plans and initiates physical plant maintenance and repair projects; makes accommodations for accessibility; coordinates construction activities with district staff and contractors; maintains liaison with architects, engineers and contractors engaged in construction, renovation or other major projects; use competitive bidding process to solicit quotes for construction/maintenance projects; develops and coordinates preventative maintenance programs and energy conservation and M&O/crafts training programs. Responsible for all aspects of: college facilities rental, scheduling, event management, coordination and support. Manages the operations of the auxiliary services areas that include copy center, mailroom, shipping and receiving, district-wide surplus property, intercampus mail and Library Technical Services delivery system, cash bags, paychecks, and outgoing US mail and courier services; supervises and trains staff in the operation of equipment, processes, procedures, and techniques; acts as a liaison between outside copy machine vendors and the facility; orders all supplies, papers, and maintenance for copy machines; assists in the placement of vending machines throughout assigned areas and assists with service issues; establishes rules and maintains compliance with regulations concerning the receiving, tagging, and shipping of all items ordered for the facility; locates and evaluates new products, procedures, services, and sources of supply to recommend improved products and services for maximizing efficiency; oversees production; provides quality control. Develops processes and policies for collection and removal of surplus property and the auction of all surplus property. Maintain all fiscal activities for both departments including; monitoring multiple budgets, approving requisitions, inputting journal vouchers for copy center billing, reconciling cash collection for surplus property auctions and reconciling commission checks for district wide auxiliary programs. Assists in planning, directing and implementing long range services including; receiving, intercampus mail, copy services, surplus property, district-wide foodservice, vending and bookstore operations and real estate program; as well as auxiliary service programs. Develops and administers district-wide policies and procedures for Surplus Property services and as well as departmental policies and procedures all other directly supervised departments and functions; manage and provide support to colleges for bookstores, foodservice, real estate and vending; manages and evaluates assigned staff; maintains district archives and department records and files; develops controls and procedures to promote facilities management and auxiliary work production; participates in appropriate committees. Maintains contractual agreements, leases and websites; performs other related duties as assigned.

KNOWLEDGE SKILL AND ABILITIES

Knowledge of: all phases of physical plant operation, maintenance and repair; planning, scheduling, management and administration of the physical plant; federal, state and local regulations and safety practices; record keeping and report writing. Ability to: read blueprints; manage, plan and administer a plant operation and program; direct the work of others; maintain operating costs and other records; prepare necessary operation and progress reports; oversee planning for repairs, alterations and construction, equipment, grounds and landscaping. Auxiliary services operations in educational institutions; real estate; copiers and printers; mail regulations and services; receiving and purchasing policies, practices, procedures, and systems; food service, bookstores, vending operations; computerized accounting related to purchasing and receiving; budget preparation. Ability to: manage centralized service operations as well as specific departments; support colleges in the areas of bookstores, foodservice, real estate and vending; negotiate and evaluate contracts; property management; various computer applications. Ability to: manage diverse operations; analyze, interpret and prepare reports; project management; strategic planning, organize and prioritize work flow; supervise the work of assigned staff and contractors; maintain accurate records; manage copy center support, receiving, security, and mailroom departments; plus district-wide Surplus services; represent the
Education Experience

Any combination of education, training, and experience that provides the required Knowledge and Abilities. An example of this would be a college degree in Business Administration, Business Management or Engineering and/or professional experience in the administration of facilities and auxiliary services programs in a large, multi-campus organization with an emphasis in the areas of facilities management, food service, bookstores, and real estate.

Licenses, Registrations, Certifications or Special Requirements

This position is on 24-hour emergency call for all issues relating to building and security. OSHA Certification required within 1 year of employment.

WORK ENVIRONMENT AND PHYSICAL DEMAND

Positions in this class may occasionally require strenuous lifting, bending, climbing, etc. This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

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