

# JOB DESCRIPTION



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**Position Title:** Facility Services Manager

**Department:** Facilities

**Employment Category:** Administrative Support

**Primary Location:** District

**FLSA Classification:** Exempt

**Parameters:** Full-time; 12 months/year

**Pay Grade:** AS12

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**Position Summary:** The Facility Services Manager is responsible for managing the district-wide custodial program, including training, mentoring and evaluation of staff, ensuring adherence to industry cleaning standards and healthy environments, for developing and evaluating cleaning methods and schedules, and ensuring efficient and safe work practices.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Provides leadership and supervision of facility services staff, monitoring and evaluating of work practices and performance to ensure quality, timeliness, and compliance with safety standards

Coordinates and plans equipment and office relocations, and college event setups and teardowns

Schedules, assigns, and monitors custodial routes, providing appropriate equipment and supplies, to maintain consistency in proper working habits, cleanliness and efficiency

Provides orientation and routine training on the philosophy of cleaning; reviews and demonstrates cleaning practices, techniques, and proper use of cleaning agents to recognize potential hazards and comply with safety standards, and minimize the spread of infections

Ensures staff awareness and locations of Safety Data Sheets (SDS) and OSHA Hazard Communications (HAZCOM); trains staff on identifying hazardous materials, proper mixing of chemicals, use of personal protective equipment, and locations of eye wash stations, first aid kits and Automated External Defibrillator (AED) devices; oversees the completion of required inspections for eye wash stations and fire extinguishers

Schedules, prioritizes and oversees custodial equipment maintenance and repair; plans and oversees seasonal facility services tasks such as floor stripping, refinishing and carpet cleaning; supports and coordinates the maintenance needs with other departments as needed

Works closely with the events management staff in the coordination and execution of college events and special projects; plans and oversees the preparation, setup and tear down, ensuring the meeting areas are clean, organized and aesthetically pleasing; organizes employee, furnishing and equipment relocations to include transport and setup

Monitors general condition of facilities and safe working practices are followed; reports safety hazards and repair needs to maintain a safe and functional environment; reviews and assigns preventative and corrective action work orders; reviews and resolves customer complaints or comments, ensuring customer satisfaction

Oversees department inventory, including consumable supplies and equipment; maintains proper inventory of materials and equipment to ensure efficient custodial services

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Responsible for evaluating staff and makes recommendations regarding hiring, retention, advancement and corrective action or discipline as required

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

**Education and Experience Requirements:**

Associate degree from a regionally accredited institution of higher learning recognized by the US Department of Education

Seven years' related experience, including two years' supervisory experience

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

**Knowledge, Skills and Abilities:**

Knowledge of supervisory principles, practices and techniques

Knowledge of cleaning practices and techniques

Knowledge of cleaning agents, equipment and supplies

Knowledge of the English language in order to follow written instructions and directions

Knowledge of college policies and procedures or ability to learn

Skill in supervisory practices and techniques

Skill mixing cleaning agents

Skill operating and using cleaning equipment and supplies

Skill establishing and maintaining effective working relationships with other department staff, faculty, students and the public

Skill in presenting ideas and concepts orally and in writing

Skill in basic computer use for data entry

Ability to learn and follow college policies and procedures

Ability to supervise and schedule the work of others

Ability to adapt to a dynamic work load and demands

Ability to make responsible judgment decisions that support customer satisfaction

Ability to perform record keeping and mathematical calculations

Ability to lift heavy objects and perform heavy manual labor

Ability to perform manual cleaning and related labor and to work continuous hours while standing

Ability to understand and follow verbal and written instructions using the English language

Ability to work independently and interact with others in an appropriate helpful manner

Ability to establish and maintain effective working relationships with fellow employees, supervisors, and the public

**Work Environment:** Work requires working early morning shifts and is primarily performed under limited supervision. Incumbent generally performs work in a typical classroom or laboratory setting with appropriate climate controls and includes exposure to mechanical and chemical hazards.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting only occasionally, walking and standing are required regularly, incumbents may be required to kneel, crouch/squat, crawl, climb, stoop, turn/twist, balance, reach, or handle

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Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

**Reports to:** Director of Facilities and Maintenance

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.