

San Joaquin Valley College
Job Description

Job Title: Facilities Manager
Department: Facilities / Purchasing
Reports To: Campus Director
Classification: Full-time, Exempt

Summary: The Facilities Manager is directly responsible for management policy oversight to support and augment general corporate policies, goals and budgetary objectives. The Facilities Manager assists the Campus Director by analyzing and coordinating office services, such as student and employee customer services, budget preparation and control, housekeeping, records control and special management studies by performing the following duties.

Essential Responsibilities:

- Assists the Director of Purchasing and the Campus Director in preparation of budget needs and annual reports of the College
- Compiles, stores and retrieves management data for the facilities/purchasing department
- Plans materials requirements for all inventory-stocking levels in order to satisfy estimated or forecasted consumption [demand for textbooks, consumable and non-consumable office and lab supplies
- Plans and executes services in maintenance, repairs and supplies planning in order to ensure that all capital equipment is maintained in accordance with product warranty and manufacture's specifications and in order to maximize asset appreciation and equipment life expectancy
- Plans all property maintenance and interval scheduling for respective facility location to ensure that property is maintained in order to maximize asset appreciation and property life expectancy
- Plans and executes janitorial maintenance and interval scheduling to ensure that all equipment is functional and all property is maintained in accordance with product warranty and manufacture's specifications
- Conducts daily administration for SJVC's Request Tracker system for respective campus or facility location
- Delegates goods distribution assignments for all supplies
- Prepares freight shipping by utilization of SJVC / UPS World Ship shipping program
- Handles all State and Cal-OSHA regulated inspection task assignments; plans and adheres to state regulations to ensure the protection of SJVC employees, student body and properties
- Communicates effectively with students, employees and the public-at-large
- Ensures timely response to corporate requests and directives
- Performs other duties as assigned

Supervisory Responsibilities: Directly supervises 2 to 3 employees in Custodial and Security. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flow and procedures.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group solving situations; uses reason even when dealing with emotional topics.

Project Management – Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

Customer Service – Manages difficult or emotional customer situations; responds promptly to student and employee needs; solicits student and employee feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive and negative situations; listens and gets clarification; responds well to questions.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; present numerical data effectively; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Managing People – Includes staff in planning, decision-making; facilitating and process improvement; takes responsibility of subordinates' skills and encourages growth; solicits and applies student and employee feedback; fosters quality focus in others; improves processes and service; continually works to improve supervisory skills.

Cost Consciousness – Works within approved budget; develops and implements cost savings measures; conserves organizational resources.

Diversity – Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Ethics – Treats people with respect; inspires the trust of others; works with integrity and ethically.

Organizational Support – Follow policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities.

Professionalism – Approaches others in a tactful manner; react well under pressure; treats others with respect and consideration regardless of status or position; accepts responsibility for own actions.

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Safety and Security – Observes safety and security procedures; determines appropriate actions beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability – Adapts to changes in the work environment; manages competing demands; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives to meetings and appointments on time.

Dependability – Follow instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary to reach goals; completes task on time or notifies appropriate person with an alternate plan.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – A minimum of an Associates degree and five years experience in related field, or a combination of education and experience that is equivalent.

Language Skills – Ability to read and comprehend simple instructions, short correspondence, and memos; ability to write simple correspondence; ability to effectively present information in one-on-one or small group situations to students and employees.

Mathematical Skills – Ability to add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and interpret bar graphs.

Reasoning Ability – Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; ability to deal with problems involving a few concrete variable in standardized situations.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access and Outlook.

Other Qualification: Knowledge of purchasing methods, procedures and practices; ability to work effectively with vendors to maximize savings on all goods and services; ability to perform maintenance activities that are not covered by service contracts.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to stand; sit, climb or balance and stoop, kneel, crouch and crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.