

**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE COMPTON COMMUNITY EDUCATIONAL CENTER**



EMPLOYMENT OPPORTUNITY FOR:

MANAGER – FACILITIES, MAINTENANCE & OPERATIONS

420052/ M2

FILING DATES: **OPEN – March 19, 2009 / CLOSING – May 18, 2009 or until position filled**

<u>SALARY:</u>	<u>Start</u>	<u>1 yr</u>	<u>2 yrs</u>	<u>3 yrs</u>	<u>4 yrs</u>
	\$77,201	\$82,107	\$87,348	\$92,924	\$98,855

POSITION DESCRIPTION: Under the direction of the Provost or designee, plan, organize, coordinate and direct the custodial, grounds, maintenance programs, campus events, transportation, and energy management operations of the District; repair and alteration of buildings; and supervise, train and evaluate the work of assigned personnel.

ESSENTIAL DUTIES/FUNCTIONS:

- Direct the overall district maintenance and operations program including custodial, grounds and maintenance functions; consult with district management and coordinate activities in matters pertaining to assigned functions.
- Plan and organize maintenance and operations functions; develop and implement long-range plans and master schedules for assigned activities; establish work standards, policies and procedures for maintenance, grounds, custodial and transportation activities.
- Prepare and recommend the overall budget for district maintenance, operations, transportation activities, and safety program; estimate expenditures and distribute costs to proper accounts; control expenditures during the year to assure operation within budgeted levels.
- Coordinate the use and maintenance of college transportation vehicles.
- Develop and recommend policies and procedures for maintenance and operations, and plan systematic programs for preventive maintenance.
- Review recommendations from subordinate supervisors and lead personnel for hiring of new employees; authorize hiring requests; interview and recommend employment of direct subordinates.
- Ensure that the campus is as hazard free as possible, and employees perform their duties in a safe manner.
- Prepare and conduct performance appraisals of direct subordinates; review and approve performance appraisals of other maintenance and operations staff.
- Authorize and approve various personnel actions; including time sheets and overtime; coordinate in-service training programs.
- Recommend and establish training programs for assigned staff; ensure compliance with college policies and procedures.
- Coordinate maintenance and operations functions with facilities planning functions; review plans from a maintenance standpoint and ensure efficient transfer of new facilities from construction to the maintenance and operations function.
- Work in collaboration with the Director of Facilities Planning in the development, presentation, and implementation of the facilities master plan.
- Conduct staff meetings to coordinate maintenance and operations activities and communicate new developments, or instructions; develop and implement new practices and activities as necessary.
- Maintain work order control system for labor and materials utilized, personnel assigned, budgets and special programs.
- Perform related duties as required or assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of facilities management.
- Principles and practices relating to custodial, grounds, skilled maintenance and transportation functions.
- Environmental laws and regulations.
- Energy usage and conservation concepts.
- Construction, custodial and maintenance methods and practices.
- Warehousing procedures, material handling, inventory control and delivery.
- Building codes, OSHA, and other laws, rules and regulations related to assigned activities.
- Budget preparation and control.
- Document and drawing management methods and practices.
- Oral and written communication skills.
- Principles and practice of administration, supervision, training and project management.
- Applicable laws, codes, regulations policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping techniques.

ABILITY TO:

- Plan, organize, control and direct the construction, maintenance and operation of the Districts facilities.
- Assist in the overall development, implementation and supervision of the Department.
- Coordinate work activities between department units, contractors and other campus groups.
- Train, supervise and evaluate assigned staff.
- Develop and administer preventive maintenance program and related records.
- Coordinate health and safety programs in the Department.
- Estimate labor, material and equipment costs.
- Assure compliance with safety practices and various code requirements.
- Work from blueprints, shop drawings and sketches.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports and maintain records.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Work effectively and cooperatively with peers, faculty, staff, students, and community members from multicultural, diverse backgrounds.

REQUIRED QUALIFICATIONS:

Any combination equivalent to: Bachelor's degree in Engineering, Business Administration or related field and five years of increasingly responsible facilities management experience, including two years in a supervisory capacity. Related experience in a public sector or educational setting is desirable.

LICENSE AND OTHER REQUIREMENTS:

- Valid California Driver's License
- Assignment may include evenings and/or weekends as needed

WORKING CONDITIONS:

- Multicultural diverse environment
- Indoor and outdoor environment
- Regular exposure to fumes, dust and odors
- Hearing and speaking to exchange information
- Visually monitor work
- Standing for extended periods of time
- Bending at the waist, kneeling or crouching

PRE-EMPLOYMENT REQUIREMENTS/CLEARANCES

- Criminal Justice Fingerprints.
- Tuberculosis screening.
- District pre-placement drug testing at District expense.

COMPENSATION AND BENEFITS:

This is a twelve-month position with a salary placement that will be determined by the District. The District provides up to \$10,000 toward the purchase of medical, dental, and vision insurance for the employee and eligible dependents and life insurance for the employee. Benefits also include up to 22 vacation days per year and 12 sick days per year.

APPLICATION PROCEDURE:

To ensure full consideration, qualified candidates must submit:

- Compton Community College District Classified Application **Online**.
- Upload the following documents:
 - Cover Letter (Letter of introduction highlighting your education and experience.)
 - Complete transcripts of ALL upper and lower division college course work (need not be official).
 - Transcripts from countries other than the United States must be evaluated by an agency that is a member of the National Association of Credentials Evaluation Service (NACES)
 - List at least three references (name and contact information of individuals who can attest to recent professional preparation and experience pertinent to this position).
 - A complete resume.

ALL APPLICATION MATERIALS MUST BE SUBMITTED ONLINE:

WWW.COMPTON.EDU

REASONABLE ACCOMMODATIONS:

Any individual with a disability, who requires reasonable accommodation, may request assistance by contacting the Human Resources Office at (310) 900-1600 extension 2144, or completing form PC1105, a minimum of five (5) working days prior to closing date for this position.

Selection Procedure

- Applications will be screened to determine which applicants meet the minimum qualifications as stated in the job announcement.
- Applicants who meet the basic qualifications and who are also deemed to possess the highest degree of desirable qualifications will be invited to the college at their own expense. During the campus visit, each applicant will be tested and/or interviewed.
- The Human Resources Office will rate responses to the questions or interview questions.
- Based upon this rating, a small number will be invited to the campus a second time for an interview.

EMPLOYMENT INFORMATION:

To be considered in the initial committee review, all materials requested in this vacancy notice must be received no later than the filing deadline. Applicants wishing to apply for more than one position must submit separate materials for each position. The District does not return materials submitted in application for a position. (Copies of original documents are acceptable.) **SUBMISSION OF THESE MATERIALS IS THE APPLICANT'S RESPONSIBILITY.**

During the interview, consideration will be given to factors in addition to education and experience, including but not limited to professional development, ability to work with others, and commitment to meet student needs.

The District reserves the right to contact the current or most recent employer and to investigate past employment records of applicants selected for interview.

Applicants who are eliminated from consideration will be notified by letter or email. Candidates should not expect official notification of the status of their candidacy until the Special Trustee has acted upon the District's recommendation for employment.

The District reserves the right to extend the deadline, re-advertise the position, or to delay indefinitely filling this position if it is deemed that applicants for the position do not constitute an adequate applicant pool. Staffing of this position is contingent upon the availability of funding.

ABOUT THE DISTRICT

Established in 1927 and governed by a Special Trustee, the District annually serves a diverse student body of approximately 3000 students from the cities of neighboring communities of Carson, Compton, Lynwood, Paramount and Willowbrook.

MISSION STATEMENT: The Compton Community College District is dedicated to providing the residents of its service region with diverse educational, career and cultural opportunities. The District is committed to offering a comprehensive curriculum in a safe, friendly and accessible environment that prepares students to achieve their personal professional goals.

THE COMPTON COMMUNITY COLLEGE DISTRICT IS AN EQUAL EMPLOYMENT OPPORTUNITY

EMPLOYER. The Compton Community College District is committed to equal opportunity for all individuals and education. District programs, activities, and employment shall be free from discrimination based on sex, race, color, religion, and national origin, ethnic group, actual or perceived sexual orientation or gender, marital or parental status, physical or mental disability, Section 504 or any other unlawful consideration. This policy of affording equal employment opportunities to all persons is in keeping with provisions of Title IV and Title IX amendments of the United States Code, which protects persons against discrimination.

IMPORTANT NOTICE

To be included in the initial screening, application materials must be received in the Human Resources Office no later than the closing date.

Applications received after the deadline will be considered only if the position recruiting period is extended.