

DATE: MAY 2021

FLSA: EXEMPT

SALARY: O

CBA DESIGNATION: CLASSIFIED MANAGEMENT

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
MANAGER, FACILITIES, GROUNDS AND UTILIZATION**

**BASIC FUNCTION:** Under the supervision of the area Director, provides leadership in all areas of groundoperations, Sheriff's Department Work Release Program and the parking lot/ road maintenance program.

**SUPERVISORY RESPONSIBILITIES:** Supervises and directs work assignments for Mechanics, Senior Grounds persons, Sprinkler Repairperson, Athletic Field Caretaker, Grounds personnel, Work Release Programparticipants and short-term workers.

**REPRESENTATIVE DUTIES:** The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the classification if work is similar, related or a logical assignment to this class.

1. Plans, schedules and organizes landscaping and grounds maintenance activities; assigns work releaseparticipants to duties as directed.
2. Supervises subordinate personnel including: hiring, determining workload and delegating assignments; training, monitoring and evaluating performance; and, initiating corrective or disciplinary actions.
3. Prepares or participates in written performance evaluation on each employee assigned to the groundsdepartment, in accordance with Board Policy and collective bargaining agreement.
4. Assists with collaboration of efforts between custodial and grounds staff to efficiently manage dailyphysical resource setups.
5. Maintains Grounds Department work order system and Facilities use processes.
6. Supervises County Sheriff Work Release Program participants on campus.
7. Supervises all facilities staff in the absence of area manager.
8. Plans and organizes the physical and human resources necessary for the effective operation of allcampus events.
9. Inputs and retrieves computerized data, word processing and other software as required by the position.
10. Participates in, or chairs, committees, task force, and/or special assignments.
11. Interprets and communicates District policies as they pertain to public use and college events.
12. Develops and prepares budget for review and approval, and administers the approved department andproject budget.
13. Resolves problems with staff, vendors, contractors and the public; communicates with customers andobtains all required information necessary to determine and address their specific needs; tactfully explains why, if service cannot be provided.
14. Takes appropriate action to eliminate unsafe or dangerous conditions in accordance with Risk Management established guidelines and effectively identified training needs and ensures that allnecessary job-related instruction is provided to staff in a timely manner.
15. Assists with the development and implementation of minor capital projects.
16. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional

organizations.

17. Performs other related responsibilities as may be assigned.

## **QUALIFICATIONS**

### **Knowledge Of:**

1. Modern office practices and procedures, grounds and custodial maintenance procedures and techniques;
2. Facilities and grounds maintenance operations;
3. Work order requisition systems; staffing and deployment methods;
4. Basic computer systems;
5. Customer service principles.

### **Ability To:**

1. Identify training needs of staff and conduct and/or procure appropriate in services;
2. Coordinate with manager and risk management to eliminate unsafe working conditions and exposures;
3. Implement minor capital improvement projects;
4. Resolve workplace issues related to staff, external customer and department served;
5. Train and direct facilities employees;
6. Read and interpret blueprints;
7. Prepare performance evaluations and disciplinary documentation;
8. Interpret and explain rules and policies;
9. Prepare and edit reports and other materials;
10. Compose letters independently;
11. Interview and communicate effectively with officials, faculty members, employees, students, and the public;
12. Compile and maintain accurate and complete records and reports;
13. Keyboard at a speed of not less than 20 net words per minutes;
14. Establish and maintain effective relationships with others.

**Education and Experience:** Graduation from high school or GED equivalent, supplemented by management courses or training, is required and four (4) years of increasingly responsible experience in building maintenance, operations, space management, testing/inspections, or grounds maintenance, two (2) years of which have been in a lead or supervisory capacity; or an equivalent combination of education, training, and/or experience.

Associate's degree or sixty (60) units of completed college course work is preferred.

**LICENSES/CERTIFICATIONS REQUIRED:** Must have a valid California driver's license and have (and maintain) an insurable driving record acceptable to the District's insurance carrier. Must obtain a Qualified Applicator Certificate from the California Department of Pesticide Regulation by the end of the established probationary period.

**OTHER:** Must have evidence of sensitivity to and understanding of the diverse academic,

socioeconomic,cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

**CONTACTS:** Administrators, staff, faculty, students, community members, general public.

**WORKING CONDITIONS:** Normal grounds and office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to providereasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.