

**JANUARY 2017**  
**FLSA: EXEMPT**  
**SALARY: O**

**CBA DESIGNATION: CLASSIFIED MANAGEMENT**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**MAINTENANCE MANAGER**

**BASIC FUNCTION:** Under the supervision of the area Director, responsible for the planning and direction of administrative and maintenance operations activities in the Facilities department; the coordination, development, and implementation of minor maintenance capital projects; and the quality and administration of the Facilities Maintenance program.

**SUPERVISORY RESPONSIBILITIES:** Supervises and directs work assignments to Maintenance Mechanics (HVAC, electricians, lighting specialists, plumbers, carpenters, equipment mechanics, electronic repairpersons, painters, locksmiths), support staff, and short-term workers. Manages projects with contractors, engineers, architects, consultants and professionals as needed on campus projects.

**REPRESENTATIVE DUTIES (Illustrative Only):**

1. **MAINTENANCE OPERATIONS:** Directs and participates in the repair of District facilities, including all skilled crafts in the maintenance field. Plans, schedules and organizes the work orders and building maintenance work; makes assignments in certain areas; and supervises College personnel to duties as directed. Supervises the work of all Maintenance Mechanic direct reports and assists in writing specifications to purchase, install, or repair equipment; Assists in the recruitment, selection, hiring, and performance evaluations of Maintenance Mechanics. Specializes in a particular field, but has the ability to perform work in other fields such as: carpentry, electrical, and plumbing.
2. **PROJECTS:** Manages and monitors campus minor capital projects, five-year scheduled maintenance projects, and the work of outside construction consultants and professionals.
3. **COST AND BUDGET MANAGEMENT:** Prepares cost estimates and recommendations for repairs; supervises and coordinates inspections, repairs, maintenance, construction, and remodeling activities of campus facilities; assists in the development of capital investment and major components replacement programs; monitors performance of contractors; and schedules construction and inspections as appropriate. Develops, prepares, assists in the mediation of budget for review and approval, and administers the approved department and project budgets.
4. **TRAINING:** Responsible for training, monitoring, and performance evaluations of employees as well as initiating disciplinary action of subordinates. Takes appropriate action to eliminate unsafe or dangerous conditions in accordance with Risk Management established guidelines, effectively identifies training needs, and ensures that all necessary job-related instruction is provided to staff in a timely manner. Operates and trains staff in the safe use of maintenance equipment and work environment. Participates in the training of Maintenance Mechanics as needed through continued study and participation in professional organizations and maintains an understanding of current ideas, research, and practices pertaining to areas of responsibility for this position.

5. **OVERSIGHT:** May participate or direct grounds and custodial work in the absence of the Grounds and Custodial managers.
6. **PLANNING:** Assists the Director of Facilities, Maintenance & Operations to set work priorities and allocate work projects performed by Maintenance Mechanics. Assists in interpreting District programs to the general public through community contacts and participation in community activities.
7. **DISTRICT:** Participates in local, regional, and State activities to promote the Riverside Community College District and the community college movement. Serves as a member of the Management Leadership Association.
8. **OTHER DUTIES AS ASSIGNED:** Performs other duties, related to the position, as assigned.

**EDUCATION AND EXPERIENCE:** *A combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:* An Associate's degree or equivalent from an accredited institution and five or more years of progressive maintenance and operations experience including direct supervision responsibilities.

**LICENSES/CERTIFICATIONS:** Must have and maintain a valid California driver's license and have (and maintain) an insurable driving record acceptable to the District's insurance carrier

**KNOWLEDGE OF:**

- Facilities mechanical system diagnosis repair and maintenance procedure;
- Fire and safety codes, environmental compliance codes, Department of Transportation codes, and Department of Environmental Health codes;
- California building codes;
- California Community College and Department of State Architect process is desirable.

**ABILITY TO:**

- Supervise others by assigning/directing work; plan, organize and prioritize time and workload in order to accomplish tasks and meet deadlines;
- Train staff and develop staff training programs;
- Make hiring and termination recommendations; conduct employee evaluations; take appropriate disciplinary/corrective actions;
- Deal with people in a manner which shows sensitivity, tact, and professionalism;
- Ensure compliance with contract terms, policies and procedures;
- Make a decision or solve a problem by using logic to identify key facts, explore alternatives, and propose quality solutions;
- Communicate information and ideas clearly and concisely, in writing; read and understand information presented in writing; and
- Plan, organize and control projects throughout various stages of project progress.

**CONTACTS:** Faculty, staff, students, administration, vendors, public officials, consultants, architects, and contractors.

**PHYSICAL DEMANDS:** Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

**ENVIRONMENTAL ELEMENTS:** Employee works in office and maintenance environments. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**OTHER:** Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

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