



Job Description

Job Title: Manager – Facilities Maintenance Services

JTC: CQB

Salary Range: N05

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for assisting with the day-to-day functions of a segment of work, a sub-section of an organization, or a functional area within an organization.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Responsible for assisting with the planning, direction or oversight of a business unit, division, department, or an operating unit within an organization with or without reporting staff. Plans and maintains work systems, procedures, and policies that enable and encourage the optimum performance of its people and other resources within the organization.

Assists in the establishment and implementation of efficient administrative policies, programs and procedures; develop strategic goals and objectives for area(s) of responsibility in conjunction with strategic direction, mission and goals of business unit or organization.

Demonstrated ability to work effectively with both internal and external groups with a cultural, racial and ethnically diverse background; strong commitment to world-class customer service.

Recognize emerging trends in area(s) of expertise and prepare for changes that may occur as a result of these trends. Ability to multi-task and/or lead projects to ensure they are completed within timeframe and budget.

Manages the preparation and maintenance of reports necessary to carry out the functions of the department. Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment. Strong knowledge and experience in providing effective customer service.

PHYSICAL REQUIREMENTS

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.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push, lift, dig, haul, pull, reach, carry, grasp, squat or stoop, bend and twist the body while performing essential duties, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up

to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree or higher and two (2) years of experience in related field. Ability to work extended hours beyond the regular 8:00 a.m. – 5:00 p.m. workday. Requires a valid driver's license to enable travel within the college/location service areas to various off-site locations. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for managing campus building maintenance, oversee utility functions, automated building control system, oversight of contractors, projects and other services. Organize the activities and completion of assigned workers or contractors on a day-to-day basis. Follows preventive maintenance standards, compliance of federal, state and local laws and district policies as it relates to the maintenance and upkeep of campus buildings and structures.

Responsible for quality control and inspection of buildings to eliminate deficiencies and improve campus amenities. Oversee the Access Control system, keeping the system running correctly by updating door lock controllers, electronic keys, software and hardware. Meet with contractors to discuss projects to confirm quality of work, timeline, budget allocations and determine course of action to help solve issues that hinder progress.

Maintain business relationship with vendors to have a reliable source of help when needed. Collaborate with other departments to utilize their skills to achieve desired results. Stay current on changes to building codes, safety regulations and other policies and guidelines to ensure compliance.

Reads blueprints, schematics and technical manuals in performing repairs and installation activities. Coordinates the completion of work orders, estimation of materials, labor costs and equipment needed and ordering of materials and supplies for assigned projects. Develops sequence charts for an efficient work timeline and create preventive maintenance programs to manage all resources effectively.

Manages budget and staff assigned to facilities maintenance, carpenters, painters, plumbers, landscaper and contracted services staff. In absence of director may be responsible for daily operations and emergencies. Must complete required DCCCD Professional Development training hours per academic year. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Performs other duties as required.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.

