



Classification Description

Job Title: Maintenance Manager

Pay Grade: 116

Job Code: 3829

FLSA: Non-exempt (8 hour)

Job Purpose

This position is responsible for the direction, supervision and control of facilities maintenance and operations of the College. Work includes College-wide oversight and supervision of all physical plant activities to include mechanical, electrical, and plumbing operations; maintenance and custodial, grounds, and public safety operations.

General Responsibilities

Essential Functions

Plans, establishes, and enforces policies and procedures for College-wide plant and facilities operations and maintenance.

Manages Facilities maintenance supervisors, Facilities maintenance staff, and Facilities contract employees College-wide.

Consults with the Facilities department leadership and other department heads in striving to improve the operations and maintenance of the plant and facilities College-wide.

Assists in budget planning and preparation for the department and administration of the approved budget.

Produces computer-generated reports, schedules and procedures as required.

Initiates cost and standardization studies for facilities and plant operations to provide maximum efficiency and service.

Supervises and resolves problems with department staff and procedures.

Serves as Project Manager for assigned projects, which may include renovations, remodeling and maintenance repairs.

Performs hands-on duties, as necessary, in all phases of plant maintenance and operations.

MAINTENANCE MANAGER

Directly oversees facilities maintenance and operations, as well as all mail room operations, of the three (3) FSW College campuses and the Hendry/Glades center. All facility maintenance staff and supervisors report to this position.

Provides and maintains cellular telephone and high-speed internet technology services, which allows immediate accessibility to the College through text and voice messages by cellular phone, and responds as needed.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Associate's degree from a regionally accredited institution of higher education or technical school.

Five (5) years of progressively responsible experience supervising plant operations and maintenance. Appropriate combination of education and experience may be substituted.

Working knowledge of HVAC, electrical, plumbing, and building systems; trade practices, energy management system, TES systems and preventative maintenance.

Demonstrated facilities operation and personnel management skills.

Ability to travel independently within the College's service district.

Thorough knowledge of safety practices, precautions and hazards associated with building and grounds maintenance and repair.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.

MAINTENANCE MANAGER

- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: January 4, 2022. Revised: January 23, 2023. Revised: July 1, 2023.