

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

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| <i>Class Title:</i> Facilities Manager – District Administrative Offices | | | <i>BOT Date:</i> June 15, 2005 |
| <i>Level:</i> F | <i>FLSA Status:</i> Exempt | <i>Class Code:</i> E0645 | <i>Adm. Rev.:</i> |

GENERAL DESCRIPTION

Manages and supervises maintenance and the use of physical facilities and operating systems of the District Administrative Offices. Plans and directs skilled and/or unskilled personnel and outside contractors engaged in maintenance and repair of facilities systems (electrical, HVAC, plumbing, roofing, elevators, etc.), grounds maintenance, and custodial services. Has District-wide responsibilities for the College's vehicle fleet, parking gates, and locks and keys.

| | KEY RESPONSIBILITIES | % OF TIME |
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| 1.* | Manages and directs maintenance activities and custodial services to include setting priorities for and assigning work requests. | 20% |
| 2.* | Monitors contractors and vendors for grounds, custodial and environmental services, to include inspection, and communicating direction of corrective measures. | 10% |
| 3.* | Resolves problems and coordinates facilities for maintenance and campus renovations. | 10% |
| 4.* | Develops time and material estimates for maintenance and repair projects. | 10% |
| 5. | Maintains records and reports. | 5% |
| 6.* | Manages daily operation of the lock, key and door department to include approving, assigning and assisting staff to execute work orders. Changes combination on College safes and maintains records on electronic locks. | 15% |
| 7.* | Manages fleet of registered vehicles and golf carts for inventory, maintenance and repair, and safety and inspections. Interacts with vehicle vendors. Coordinates vehicle registration. | 10% |
| 8.* | Responsible for district-wide signage and parking gates. Creates and prepares bid specifications and requisitions for vehicles owned and leased by the College, signage, parking gates, architectural hardware and doors. Prepares State Vehicle Report on Inspections and maintains vehicle use logs. | 10% |
| 9. | Inspects architectural hardware and creates master keying system for new construction and renovations. Ensures ADA standards for door, door openings, and signage. | 10% |
| 10. | Performs other and similar related duties as assigned. | |

* Indicates an "essential" job function.

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| KEY JOB REQUIREMENTS | | |
| <i>Education:</i> | Associate's Degree or Two-Year College equivalent required. | |
| <i>Experience:</i> | Five to seven years prior related work experience required. | |
| <i>Planning:</i> | Plans events that are expected to occur during the year and have some effect on the department's annual expenditures and/or revenues. Scope of planning is the District Administrative Offices. | |
| <i>Budget Impact:</i> | Has a strong, but not controlling, voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues. | |
| <i>Impact of Actions::</i> | Major responsibility for making decisions and final recommendation, which routinely affect the activities of a campus. Duties may include responsibility for developing strategic plans for one or more campus. | |
| <i>Complexity:</i> | Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues. | |
| <i>Decision Making:</i> | Supervision is present to review established departmental and/or school/center objectives. Independent judgment is required to recommend departmental or school/center objectives, evaluates new approaches to problem solving, and assess changing facts or conditions. | |
| <i>Problem Solving:</i> | Problems are not easy to identify, but are similar to those seen before. Solving them requires judgment such as setting priorities, evaluating results, or coordinating with others. Solutions can often be found by using methods chosen before in similar situations. | |
| <i>Communications with Others:</i> | Requires regular internal contacts to carry out programs and to explain specialized matters or occasional contacts with officials at higher levels on matters requiring cooperation, explanation, and persuasion. Regular external contacts are required on work involving the enforcement of laws, ordinances, policies, and procedures. | |
| <i>Supervision of Others:</i> | Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. May perform staff evaluations and make recommendations regarding pay and/or performance. Nature of work supervised requires training and experience, a thorough knowledge of departmental or divisional activities, and an understanding of an appreciation for work conducted in other departments or school/centers of HCC. | |
| <i>Job-Related Knowledge:</i> | Requires professional theory and practice of the level above but applied at the advanced level of a "seasoned" professional. Requires extensive knowledge of their professional discipline and a working knowledge of related fields. Understand information in several unrelated professional disciplines. | |
| <i>Innovation/ Creativity:</i> | Work requires developing imaginative and complex methods, procedures, products or systems. This is an important part of the job and results generally affect a campus within the College. | |
| <i>Working Conditions/ Physical Effort:</i> | Work is typically performed in an office, library, computer room, or similar facility. May be exposed to high noise, dust, dirt or grease environments; exposure to outdoor weather and such conditions that require extensive safety training. Typically the physical demands may involve sitting at a desk or table, with intermittent sitting, standing, stooping, walking, bending, and crouching; occasional lifting of 25 pounds or less; and occasional climbing ladders or scaffolds. | |
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