

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i> Operations Manager			<i>BOT Date:</i> Oct 1, 1996
<i>Level:</i> F	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0613	<i>Adm. Rev:</i>

### GENERAL DESCRIPTION

Manages, coordinates and troubleshoots daily operations of College facilities systems (electrical, HVAC, plumbing, roofing, etc.) at all campuses to ensure operations are functioning effectively and efficiently. Also serves as Contract Manager for several service agreements with outside vendors. Tracks utilities usage district wide and acts as liaison between the College and the local utility company.

### KEY RESPONSIBILITIES

### % OF TIME

	KEY RESPONSIBILITIES	% OF TIME
1.*	Coordinates and troubleshoots daily operations of College facilities systems including electrical, HVAC, plumbing, roofing, etc.	50%
2.*	Serves as Contract Manager for several service agreements with outside vendors.	20%
3.*	Tracks utilities usage district-wide to provide information for budget projections and conservation. Acts as liaison between the College and the local utility company.	10%
4.	Assists and works to resolve problems and complaints from physical plant staff.	8%
5.	Coordinates and manages minor renovation projects.	7%
6.	Reviews payroll for assigned function.	5%
7.	Performs other similar and related duties as assigned.	

\* Indicates an "essential" job function.

Position Title: Mgr, Operations	Class Code: E0613	Position Level: F
<b>KEY JOB REQUIREMENTS</b>		
<i>Formal Education:</i>	Associate's Degree or Two Year College equivalent required.	
<i>Work Experience:</i>	5 to 7 years.	
<i>Planning Scope:</i>	One to Three Weeks: Plan events that are expected to occur in the next one to three months or on a quarterly basis.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the campus.	
<i>Impact on Budgets:</i>	Recommending/Contributory: Have 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 on Grant Funds:</i>	No impact on grant funds.	
<i>Impact on Revenue Generating:</i>	No impact on revenues.	
<i>Impact of Decisions:</i>	Makes decisions and final recommendations which routinely affect the activities of a campus. Position duties may include responsibility for developing strategic plans for one or more campuses.	
<i>Complexity:</i>	Analytic: 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. Analytical ability and inductive thinking are required.	
<i>Decision Making:</i>	Analytic: Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.	
<i>Problem Solving:</i>	Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations.	
<i>Internal Contacts:</i>	Regular 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.	
<i>External Contacts:</i>	Regular external contacts to carry out organization programs and to explain specialized matters, or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, policies and procedures.	
<i>Level of Supervisory Responsibility:</i>	Provide limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is primarily technically oriented or complex, includes additional administrative responsibilities, and requires a working knowledge of unit or departmental activities.	
<i>Job-Related Knowledge:</i>	Formal Technical Skills: Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods or procedures as necessary.	
<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 requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.	