

**IMPERIAL COMMUNITY COLLEGE DISTRICT**

**MAINTENANCE AND OPERATIONS MANAGER**

**DEFINITION:**

Under direction of an assigned supervisor, plan, organize, coordinate and direct the maintenance, cleaning, construction and alteration of buildings ~~58.8~~ isor

Prepare the annual program review and budget for maintenance and operations..

Oversee and manage warehouse operations.

Inspect buildings, grounds and equipment for fire, safety and health hazards; inspect buildings relative to energy usage and savings.

Oversee the operation of the water and waste treatment plant, water filtration and pumping plant, campus irrigation system and water, gas and underground electricity distribution systems.

Attend or chair a variety of meetings; participate (ir )-c0 OngsJETQ (of )-44N LmETEM72 reW\*n1e6,(

cultural, and ethnic backgrounds of community college students and employees, including those with physical or learning disabilities.

Read, interpret, apply and explain codes, rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Analyze complex data and reach sound, defensible conclusions.

Prepare comprehensive narrative and statistical reports.

**MINIMUM QUALIFICATIONS:**

Any combination equivalent to: Associate degree and two years experience of facilities and grounds operations experience.

**WORKING CONDITIONS:**

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the cart below indicate the percentage of time spent on each of the essential physical requirements.

- 1. Seldom: Less than 25 percent
- 2. Occasional: 25 to 50 percent
- 3. Often: 51 to 75 percent
- 4. Very Frequent: 76 percent and above

| <b>Ratings</b> | <b>Essential Physical Requirements</b>   |
|----------------|--|
| 3              | Ability to work at a desk, conference table or in meetings of various configurations.      |
| 2              | Ability to stand for extended periods of time.   |
| 3              | Ability to sit for extended periods of time.   |
| 4              | Ability to see for purposes of reading printed matter.                                     |
| 4              | Ability to hear and understand speech at normal levels.                                    |
| 4              | Ability to communicate so others will be able to clearly understand a normal conversation. |
| 4              | Ability to lift 10 pounds.   |