

Manager, Operations - Foothill/Central Services
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=229571>

Downloaded On: May. 8, 2024 10:46am

Posted Jan. 26, 2024, set to expire May 31, 2024

Job Title Manager, Operations - Foothill/Central Services
Department
Institution Foothill-De Anza Community College District
Los Altos Hills, California

Date Posted Jan. 26, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Facilities/Maintenance/Transportation

Apply Online Here <https://apptrkr.com/4966305>

Apply By Email

Job Description

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Manager, Operations - Foothill/Central Services

HR EMPLOYMENT/CAREERS

Initial Review Date: 02/08/24**

**Any complete applications received after the review date will only be forwarded to the hiring committee at their request.

Full Salary Range:\$116,075.03 - \$163,329.23 annually*

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*Actual placement is based on applicant's verified education and experience (**Customary Hiring Range:** \$116,075.03 - \$127,972.72 annually). In addition, candidates with verified educational units beyond the minimum qualification may qualify for additional pay.

The Foothill-De Anza Community College District is currently accepting applications for the management position above.

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

ABOUT THE DISTRICT:

Foothill - De Anza Community College District, composed of two colleges and an education center, is one of the top performing districts in both California and the United States, and one of the largest, ranking seventh in size among the state's 72 districts, serving more than 58,500 students per year and with an operating budget of \$180M unrestricted general fund. Consistent with its mission, the District has a strong commitment to equity and inclusion and incorporates those values in its policies, procedures, and operations, and in its leadership and service to students and the community. Publicly supported and locally oriented, the District fills an essential role in workforce development, continuing education, and skills preparation to meet the changing demands of the highly diverse surrounding population and business communities. The District's students and more than 2,000 faculty and staff enjoy an unparalleled quality of life in an ideal climate, with physically pristine and fiscally sound campuses that have earned their reputation for academic excellence.

Foothill - De Anza Community College District Mission Statement:

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

Foothill College Mission Statement:

Believing a well-educated population is essential to sustaining and enhancing a democratic society,

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Foothill College offers programs and services that empower students to achieve their goals as members of the workforce, as future students, and as global citizens. We work to obtain equity in achievement of student outcomes for all California student populations, and are guided by our core values of honesty, integrity, trust, openness, transparency, forgiveness, and sustainability.

These core values are essential to authentic and sustainable institutional equity at Foothill College. Institutional equity is embedded not only in the college's Educational Master Plan and Strategic Vision for Equity but in its planning, hiring and evaluative processes.

POSITION PURPOSE:

Reporting to an assigned administrator, manage, plan, organize and supervise the day-to-day operations associated with cleaning and care of campus buildings, grounds maintenance, and the District warehouse and delivery functions.

NATURE and SCOPE:

The Manager, Operations plans, supervises and evaluates the activities of the custodial, grounds and warehouse staff for Foothill College and Central Services.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Recommend and assist in the implementation of goals and objectives, establish schedules and methods for building maintenance; implement policies and procedures.
2. Plan, prioritize and assign a variety of tasks to custodial staff to ensure that buildings are properly maintained, providing a clean, safe environment for students, faculty and staff.
3. Plan, prioritize and assign a variety of tasks to grounds staff to ensure that all landscaped and natural grounds are properly maintained and to further ensure that water conservation goals are met and athletic venues are safe for athletes and coaches to use.
4. Plan, prioritize and assign a variety of tasks to warehouse staff to ensure that the warehouse is properly staffed so that all material, equipment and correspondence is properly received into the appropriate information systems and that deliveries are made appropriately and in a timely manner.
5. Prepare work schedules and make relief assignments as required; prepare vacation and summer work schedules for staff.

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6. Inspect equipment, verify work progress and completed work of custodians, grounds crew and warehouse staff for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications ensuring standards are achieved.
7. Inspect buildings and grounds with respect to health and safety standards and prepares inspection reports as appropriate.
8. Inspect warehouse to ensure that materials are stored safely and to assure that received materials are delivered in a timely manner.
9. Coordinate with Environmental Health and Safety staff as necessary to comply with state and federal regulations.
10. Coordinate with Risk Management regarding mandatory training for all Physical Plant staff.
11. Participate in the selection, training and motivation of staff; conducts performance evaluations of staff supervised; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
12. Purchase necessary supplies, materials and equipment.
13. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for needed custodial, grounds and warehouse equipment and materials; monitor and control expenditures.
14. Prepare necessary records and reports; prepares project status reports as requested; maintain records of projects, activities, materials and hours.
15. Prepare instructional bulletins, correspondence, and reports.
16. Support, implement, and promote compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs, and services.
17. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.
18. Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge:

1. Principles of supervision, training, and performance evaluation.
2. Modern custodial methods, materials and equipment used in institutional setting.
3. Grounds maintenance and landscape problem/solution maintenance.

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4. Quality and use of cleaning supplies and equipment.
5. Methods and procedures of warehousing, storekeeping, and inventory control.
6. Warehouse procedures, requisitions, purchase orders, invoices and delivery slips and the use and meaning of each.
7. Care and cleaning of various types of heating, ventilating, and lighting equipment.
8. Safety rules and regulations applicable to the operation of equipment and performance of custodial, grounds, and warehouse duties; Hazardous Materials WasteManagement.
9. Modern office practices, methods, and computer equipment.
10. Principles and procedures for record keeping and reporting.
11. Principles of budget preparation and control.
12. Safe driving principles and practices.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Support, implement, and promote advancement of the District's equity goals, and Diversity and Equal Opportunity Plan in all aspects of employment.
3. Identify landscape maintenance needs/strong attention to detail.
4. Lay out work assignments and to organize a program and see that it is carried out.
5. Work with, train, instruct, supervise, and evaluate assigned staff.
6. Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations.
7. Communicate clearly and concisely, both orally and in writing.
8. Maintain working relationships with those contacted in the coursework.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be: equivalent to an associate degree **AND** 1 year of leadership experience.

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PREFERRED QUALIFICATIONS:

1. Bachelor's degree.
2. Two (2) years in an increasingly responsible management or supervisory capacity.
3. Five (5) years of experience in custodial work.
4. Two (2) years grounds experience.
5. Two (2) years warehouse experience.

LICENSE AND CERTIFICATIONS:

1. Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

WORKING CONDITIONS:

Environment:

1. Typical office environment; subject to some travel to conduct work and physical activities.
2. Swing Shift.
3. Evening hours and possible weekends.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

APPLICATION PACKET:

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1. A District on-line application on <http://hr.fhda.edu/careers/>. *In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date.

CONDITIONS OF EMPLOYMENT:

Position: Full-Time, Contract, 12-months per year

Starting date: As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>. In addition, the District is a participating member of the California Public Employees' Retirement System (CalPERS) and the successful applicant would be a member of the Administrative Management Association (AMA). The current Administrator Handbook can be found online at:

<http://www.fhda.edu/ama/2018AdministratorHandbookwithAppendices.pdf>.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

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All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: employment@fhda.edu

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1518?c=fhda>

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Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

Staff

Foothill-De Anza Community College District

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