

Manager, Maintenance and Operations (one or more  
vacancies)  
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=230784>

Downloaded On: May. 8, 2024 1:02pm

Posted Feb. 15, 2024, set to expire Jul. 1, 2024

<b>Job Title</b>	Manager, Maintenance and Operations (one or more vacancies)
<b>Department</b>	
<b>Institution</b>	Mt. San Antonio College Walnut, California
<b>Date Posted</b>	Feb. 15, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5020835">https://apptrkr.com/5020835</a>

**Apply By Email**

**Job Description**

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**Manager, Maintenance and Operations (one or more vacancies)**

**Position Number:** CM-124-2024

**Department:** Maintenance & Operations

**Job Category:**

**Time (Percent Time):**

**Term (months/year):**

**Current Work Schedule (days, hours):** Monday-Thursday 10PM-6AM, Friday 6PM-2AM

**Salary Range:** M-9

**Salary:**

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M-9Steps 1 - 6: \$113,652 - \$131,755 annually

**Shift Differential:** Shift differential eligibility based on the current collective bargaining agreement.

**Open Date:** 02/13/2024

**Initial Screening Date:** 04/02/2024

**Open Until Filled:** Yes

**Application Procedure:**

**First Review of Applications:** Complete application packets will be accepted until the position is filled; however, **applications submitted by 11:59 p.m. (PT) on the above listed Initial Screening Date are assured consideration.**

Applicants must submit all of the following materials online, unless otherwise noted, at Mt. SAC Employment Website to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed rsum that summarizes educational preparation and professional experience for the position.
4. If applicable, College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.
5. Optional - Three letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation). Confidential letters of recommendation are not allowed for this position.

**Health & Welfare:**

- Mt. San Antonio College offers a competitive and excellent benefits package providing medical, dental, and vision benefits to **eligible employees** and their dependents. Lifetime supplemental medical benefits are also available for eligible retirees.

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- The College contributes an annual premium up to the family coverage amount equivalent to Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans for eligible employees.

The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and National Benefit Services.

\*Note: The District does not cover Medicare expenses. Please visit the [Mt. San Antonio College Benefits Website](#) for further information. Salary and Health & Welfare Benefits are subject to change based on the Collective Bargaining Agreement.

**Basic Function/Overview:**

**DEFINITION:** Under general administrative direction and oversight, schedules, assigns, and reviews the work of staff responsible for performing the full range of work for an assigned operation within Maintenance and Operations; plans, coordinates, monitors, and provides input for Maintenance and Operations projects and programs; provides technical assistance; performs a variety of technical tasks relative to Maintenance and Operations projects and programs.

**SUPERVISION RECEIVED & EXERCISED:** Receives general direction from the assigned managerial personnel. Exercises direct and general supervision over assigned Maintenance and Operations staff.

**CLASS CHARACTERISTICS:** This is a management classification that is responsible for managing the day-to-day functions and operations for assigned areas within the Maintenance and Operations department such as custodial, grounds, and maintenance. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned Maintenance and Operations staff either directly or through lead staff. Incumbents are accountable for department activities and managing and overseeing complex and varied functions of the department. Incumbents are responsible for accomplishing operational goals and objectives and for furthering College goals and objectives within general policy. Performance of the work requires the use of considerable independent judgment, initiative, and discretion within established guidelines.

**Essential Duties/Major Responsibilities:**

1. Plans, organizes, assigns, supervises, and reviews the work and activities of assigned staff in Maintenance and Operations.
2. Participates in developing and implementing goals, objectives, policies, and priorities for assigned

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services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned facilities.

3. Assists with the selection, training, motivation, and direction of department assigned personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline procedures; responds to staff questions and concerns.

4. Trains staff in work and safety procedures and the operation and use of equipment and supplies; implements procedures and standards.

5. Makes inspections of ongoing and completed assignments to ensure the quality of work, operating procedures, methods and practices, safety, and other established standards and requirements are satisfactorily met and maintained.

6. Monitors inventory; prepares, maintains, and reviews various records and reports related to Maintenance and Operations, including service and supply requests and timesheets as required.

7. Schedules, directs, and coordinates the implementation of objectives, procedures, and work standards for events; recommends service and staffing levels.

8. Reviews construction design plans for sustainability and feasibility; coordinates projects and schedules with feedback from staff.

9. Assists in the coordination and inspection of the work of outside contractors involved in repairs and facilities construction.

10. Prepares and maintains various records and reports related to work orders, projects, inventory, and assigned activities.

11. Exercises leadership to maintain the efficiency and continuity of the maintenance function in the absence of the incumbents immediate manager.

12. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).

13. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.

14. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.

15. Utilizes critical thinking, sound decision-making, and problem-solving skills with ethics, tact, confidence, and diplomacy.

16. Implements, enforces, supports, and abides by federal, state, local policies, and Board Policies and Administrative Procedures.

17. Participates on and supports employee participation on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.

18. Performs other related duties as assigned consistent with the scope of the position.

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**Other Duties:**

**Knowledge Of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
3. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.
4. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
5. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.
6. Principles, practices, methods, equipment, materials, and basic tools used in maintenance and operations departments.
7. Safe operation and routine maintenance of heavy equipment and power tools used in area of responsibility.
8. Safe work practices, including safe driving rules and practices.
9. College purchasing and supply ordering policies and procedures.
10. Project planning, estimation, and scheduling.
11. Principles and practices of budget development, administration, and accountability.
12. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
13. Occupational hazards and safety equipment and practices related to the work.
14. Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.

**Skills and Abilities:**

1. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in recruitment and retention of faculty, management, and staff.
2. Implement, advocate for, and communicate the Colleges vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
3. Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.

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4. Exercise critical thinking and sound decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with ethics, tact, confidence, and diplomacy.
5. Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
6. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
7. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
8. Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
9. Perform the most complex maintenance and operations duties and operate related equipment safely and effectively.
10. Develop cost estimates for supplies, equipment, and projects.
11. Establish and maintain a variety of filing, record-keeping, and tracking systems.
12. Communicate effectively through various modalities.
13. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
14. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understands scope of authority in making independent decisions.
15. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Minimum Qualifications/Education & Experience:**

1. Equivalent to a bachelors degree from a regionally or nationally accredited college or university with major coursework in the field of business administration, public administration or other field related to the scope of responsibilities; and
2. Three (3) years of maintenance and operations experience in a related trade, such as grounds or custodial services, including supervisory or lead experience.
  - a. Years of experience in maintenance trades, grounds, or custodial may be substituted for the degree requirement on a year-for-year basis.

**Equivalencies:**

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 is listed in the Minimum Qualifications section.

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**Preferred Qualifications:**

**License(s) & Other Requirements:**

**Examination Requirements:**

**Working Environment:**

Incumbents work in the field and/or facilities and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

**Physical Demands:**

Must possess mobility to work in various College buildings, facilities, and in the field, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform medium to heavy physical work, operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves field work requiring frequent walking at site areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites; lift, move, and carry materials and equipment weighing up to 50 pounds and heavier weights with the use of proper equipment.

**Hazards:**

**Conditions of Employment:**

**The person holding this position is required to be present on Mt. San Antonio Colleges campus to perform all essential duties and responsibilities.**

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

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Notice to all prospective employees - The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: [Mt. SAC Annual Security Report](#).

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

**Typing Certificate Requirements:**

**Special Notes:**

A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: **(909) 274-4225**. E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu).

**DO NOT** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

**LONG DISTANCE TRAVEL FOR INTERVIEWS:** Should you be invited to an interview, please contact our office to discuss an accommodation option if attending the interview would require you to travel in excess of 150 miles one way from your residence.

THE MT. SAN ANTONIO COLLEGE DISTRICT WILL NOT SPONSOR ANY VISA APPLICATIONS.

**Foreign Transcripts:**

Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline. Accredited evaluation agencies can be found on the [National Association of Credential Evaluation Services Website](#).

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**Inquiries/Contact:**

Human Resources

1100 N. Grand Avenue, Walnut, CA 91789-1399

Phone: (909) 274-4225

E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu)

**Selection Procedure:**

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

**Special Instructions to Applicants:**

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at [Mt. SAC Employment Website](#) to complete and submit your application for this position.

**EEO Policy:**

**Conflict of Interest:**

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

**Cancel RTF Policy:**

To apply, visit <https://hrjobs.mtsac.edu/postings/11440>

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**Contact Information**

Please reference Academickeys in your cover letter when  
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**Contact**

N/A

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