

COLTON-REDLANDS-YUCAIPA REGIONAL OCCUPATIONAL PROGRAM

CLASS TITLE: FACILITIES MANAGER

BASIC FUNCTION:

Under the direction of the Superintendent and/or designee, plan, coordinate and monitor physical resources, which include facilities, equipment, technology, and other assets that support student programs and services and improve institutional effectiveness. Plan, coordinate, and monitor institutional safety plan and associated tasks to ensure decisions that support systematic and integrated planning. Assess and respond to risk management of ROP sites. Serve as liaison between ROP personnel and partnering stakeholders; Provide analysis and support the purchase of equipment, goods, and/or services; serve as a liaison for technical and functional interdepartmental project teams and partnering stakeholders ensuring compliance with established regulatory guidelines; communicate various project progress and procedural requirements to stakeholders; maintain internal controls for bid processes, ordering and receipt of equipment, goods, and services; consistently analyze financial data and financial reports to ensure compliance with Board Policy, Education Code and statute.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Supervise and direct the work of other facilities and/or custodial staff.

Plan, coordinate, and monitor physical resources, which include all aspects of facilities, such as landscaping, burglar and fire alarm systems, custodial equipment, classroom equipment, technology, and other assets that support student programs and services and improve institutional effectiveness; organize and oversee the development and implementation of safety plans; schedule safety drills, as required.

Expedite work order requests from personnel; organize work from oral and written instructions and work orders; respond to emergency repair needs as requested and assure the timely delivery of goods to various ROP locations.

Organize and monitor program facilities changes necessary to enhance student-learning activities; provide recommendations concerning facility changes and upgrades; collaborate with employers, community partners, and ROP personnel to determine and meet institutional facility needs.

Negotiate lease contracts agreements and other agreements related to the development and use of real property.

Communicate with other administrators, personnel, and outside organizations to coordinate activities and program needs, resolve issues and conflicts, and exchange information; collaborate with outside organizations to meet the needs of students.

Develop, monitor, and update institutional Safety Plan; PII Plan, and Water Intrusion and Flood Control Maintenance Plan; coordinate communication between partner districts, community agencies, and partnering stakeholders to ensure the accuracy of all institutional plans; coordinate activities between the ROP and various community resources to implement all institutional plans.

Plan, coordinate, and organize activities and coordinate the flow of communications regarding institutional Safety Plan; obtain, explain, and provide information to staff, administrators, and others regarding ROP Safety Plan functions, policies, and procedures.

Plan, design and implement overall risk management process; monitor and review processes to ensure risk and compliance arrangements are in place; identify external and internal risks; evaluate the likely effects of risk; introduce a range of control measures and monitor the success of the measures; provide support and training to ROP personnel.

Assure District compliance with all federal, state, and local codes, regulations, and laws (including OSHA) pertaining to student, employee, and environmental safety.

Assist with investigation/analysis of accidents involving district property, including the preparation of materials and evidence for use in hearings, litigation, and insurance claim cases.

Assist departments and school administrators in their accident reports, accident prevention responsibilities; analyze requirements for safety training and arrange for or conduct such training.

Conduct ergonomic evaluations and document findings.

When assigned, represent the District at meetings with representatives from a variety of public agencies, insurance companies, and risk services firms, and serve on a variety of risk management committees.

Manage and coordinate the removal of hazardous materials.

Coordinate and attend a variety of meetings with public and private agencies; establish and maintain contact with public and private agencies in the development of resources and services available to ROP students; prepare and deliver presentations concerning ROP services, activities, policies, and procedures.

Plan, organize, and implement long and short-term technology, safety, and facilities goals and activities.

Perform a variety of duties involving oversight of safety.

Maintain internal controls for work order requests, bid processes, ordering, and receipt of equipment, goods, and services; consistently analyze financial data and financial reports to ensure compliance.

Prepare, implement, and monitor bid procedures as outlined in CUPCAA, CDE, SBCSS and CRYROP Board Policy, as needed.

Contact vendors to schedule project walk-throughs, obtain quotes, product information and related purchasing data; make recommendations to senior management regarding physical resources, equipment purchases of equipment, goods and services.

Operate a variety of office equipment including a calculator, copier, fax machine, computer, and assigned software; drive a vehicle to conduct work.

Communicate with ROP staff, school district personnel, and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, practices, and procedures of career and technical education training programs.
- Applicable laws, codes, regulations, policies, and procedures regarding purchasing, accounting, and risk management.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and communication skills.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Operation of a computer and assigned software.
- Record-keeping, mathematical computations, and report preparation techniques.
- Basic budget preparation and control.
- Public speaking techniques.

ABILITY TO:

- Plan, coordinate and monitor career and technical education facilities and equipment in support of students enrolled in career and technical education training programs.
- Serve as liaison between students, ROP personnel, and community resources.
- Supervise the performance of assigned personnel.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Evaluate student needs and develop viable plans and alternatives.
- Coordinate services and activities to recruit, retain and assist students.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned software.
- Maintain records and prepare reports.
- Work independently with minimal direction.
- Meet schedules and timelines.
- Plan and organize work.
- Prepare and deliver oral presentations.

EDUCATION AND EXPERIENCE:

A bachelor's degree in business, accounting, public administration, or related field and five years experience in facilities, logistical management or information technology management, or career and technical education training or related program. Ergonomic assessment certification is preferred.

Employees who were hired before June 30, 2023, will be grandfathered into their current position regardless of changes made to their job qualifications. This means that any changes to the job qualifications of an employee hired prior to June 30, 2023, will not result in a loss of employment, demotion, or reduction in pay or benefits. This provision does not apply if the employee is promoted or applies for a new position within the organization. Employees hired on or after July 1, 2023, will be subject to the changes made to the job descriptions that are effective on July 1, 2023.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office and warehouse environment. Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard. Seeing to read a variety of materials.

Hearing and speaking to exchange information. Sitting for extended periods of time.

Ability to lift 50 pounds.