

**Manager, Facilities Maintenance**  
**West Valley-Mission Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=244164>

Downloaded On: Sep. 13, 2024 8:22pm

Posted Sep. 3, 2024, set to expire Oct. 1, 2024

<b>Job Title</b>	Manager, Facilities Maintenance
<b>Department</b>	
<b>Institution</b>	West Valley-Mission Community College District Saratoga, California
<b>Date Posted</b>	Sep. 3, 2024
<b>Application Deadline</b>	10/01/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Administration - Other
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**Job Description**

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**Manager, Facilities Maintenance**

**Closing Date:** 10/1/2024

**Definition:**

The Department of Facilities is seeking a talented individual to fill the position of Manager, Facilities Maintenance.

Under the direction of the Executive Director, Facilities Maintenance, the Manager, Facilities Maintenance will plan, organize, direct and coordinate the activities of the facilities department within

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the district, including maintenance of building and associated electrical and mechanical systems, groundskeeping, and custodial functions; coordinate facilities maintenance activities with other district and college departments; and provide highly complex staff assistance to the Executive Director.

### ABOUT THE DISTRICT

Santa Clara County, home of the Silicon Valley, is a world-renowned center for high technology and an important business and financial center. It is also the Bay Areas most populous county, with almost 2 million residents, and the site of Californias third largest city, San Jose. West Valley and Mission Colleges serve an area of approximately 350,000 residents. The West Valley-Mission Community College District is one of the largest employers in Santa Clara County.

The District is composed of two colleges: West Valley College in Saratoga and Mission College in Santa Clara. Together they enroll more than 17,375 students with diverse backgrounds. Courses are taught during day, evening, and weekend hours, in addition to online courses and distance learning. More than 1,525 faculty and staff work for the District, which has a budget exceeding \$135,287,206. The service area includes the cities of Santa Clara, Saratoga, Campbell, Los Gatos, Monte Sereno; and parts of San Jose, Cupertino, Sunnyvale, and Santa Cruz County.

The West Valley-Mission Community College District is composed of two colleges: West Valley College in Saratoga and Mission College in Santa Clara. Together they enroll more than 10,000 students with diverse backgrounds. More than 1,500 faculty and staff work for the District, and our students appreciate our two colleges for our friendly staff and supportive atmosphere. The service area includes the cities of Santa Clara, Saratoga, Campbell, Los Gatos, Monte Sereno; and parts of San Jose, Cupertino, Sunnyvale, and Santa Cruz County.

Applicants who possess the knowledge, skills and life experiences to address the cultural and educational needs of a diverse student population are encouraged to apply.

### Assignment:

This is a classified administrator position with an anticipated start date of December 4, 2024. This is an exempt, management position and is not subject to overtime.

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**Salary and Benefits:**

**Salary Range:**

- Initial hire range: \$133,574-\$142,259 annually (Administrative Salary Schedule, Range 11, Steps A-C).
- Annual salary step increases to maximum of salary range, \$166,524 annually (Administrative Salary Schedule, Range 11, Step H).

**Benefits include:**

- Additional compensation: \$2,000 for doctorate added to base salary annually, to be prorated on a monthly basis.
- Employer-contributed medical, dental and vision for employee, spouse, and/or dependents.
- Employer-paid long term disability for employee.
- Employer-provided life insurance.
- 14 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.
- 22 days vacation leave accrued annually (25 days after 5 years).
- 12 days sick leave accrued annually.
- Personal necessity leave and personal business leave.
- Professional development and renewal leave.
- \$1000 longevity award annually after 10 years of service and \$1,500 longevity award annually after 15 years of service.
- CalPERS retirement.

**Minimum Qualifications:**

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

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- Experience: Five years of increasingly responsible experience in a variety of maintenance, groundskeeping, custodial or construction projects, including two years of administrative and management responsibility.
- Education: Equivalent to an associates degree from an accredited college or university with major coursework in engineering, construction management or a related field.

### License and Certificate

Possession of, or ability to obtain, an appropriate, valid California drivers license

AND

Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty, and staff.

### Examples of Duties and Responsibilities:

Duties may include, but are not limited to, the following:

- Recommend and implement department goals, objectives, policies and procedures.
- Plan, organize, and direct facilities maintenance activities including major maintenance, repair and construction projects, and custodial and groundskeeping services.
- Assure compliance with applicable safety regulations such as OSHA; provide training in various aspects of the maintenance department including safety.
- Ensure adherence to effective work methods and safety requirements including the districts Injury and Illness Prevention Program, Hazardous Materials Business Plans, and other campus safety and environmental regulations.
- Participate and support programs of campus safety, OSHA requirements, and chemical and hazardous materials operations to comply with state and federal regulations.
- Direct, oversee, and participate in the development of the district facilities maintenance work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Assist in budget preparation and implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

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- Recommend the appointment of staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Create scope of work for repairs, maintenance, and construction projects; obtain competitive bids for projects.
- Serve as a department emergency contact and make decisions to resolve and mitigate emergency situations or conditions resulting from the malfunction of operational building systems and after hours work demands.
- Campus facility emergencies may include power outages, gas leaks, water leaks, and sewer backups among other issues.
- Communicate with administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform other related duties as assigned.

**For more information on this position and to apply, please visit our website at the following link:**  
[wvm.peopleadmin.com](http://wvm.peopleadmin.com)

Applicants who, due to a disability, require accommodations to complete the application, testing or interview process, please contact Human Resources at (408) 741-2174 to arrange for assistance.

*West Valley-Mission Community College District is an Equal Opportunity Employer.*

### **Contact Information**

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

### **Contact**

N/A

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