

Facilities Manager, People and Services
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=253856>

Downloaded On: Mar. 4, 2025 2:21pm

Posted Mar. 3, 2025, set to expire Jul. 11, 2025

Job Title	Facilities Manager, People and Services
Department	
Institution	Truckee Meadows Community College Reno, Nevada
Date Posted	Mar. 3, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/6042582
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Job Description	

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Facilities Manager, People and Services

Thank you for your interest in Truckee Meadows Community College. If you need assistance or have questions regarding the application process, please contact Human Resources at (775) 673-7168 or humanresources@tmcc.edu.

Job Description

Truckee Meadows Community College (TMCC), located in Reno, NV provides a high-quality, accessible education to a diverse community, fostering student success and lifelong learning. The

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Facilities Manager, People & Services at TMCC is responsible for overseeing and managing the day-to-day operations of the HVAC, custodial, maintenance, and mechanic teams. This role ensures that all facilities are maintained to the highest standards, providing a safe, efficient, and comfortable environment for students, staff, and visitors. The manager will focus on operational excellence, employee development, and effective resource management while aligning with the college's goals for sustainability and facility enhancement.

Key Responsibilities:

1. Leadership and Supervision:

- Manage and lead teams in HVAC, custodial services, general maintenance, and mechanic.
- Provide direction, guidance, and support to staff, ensuring the efficient operation of the facilities.
- Conduct performance evaluations, training, and development programs to enhance employee skills and productivity.
- Foster a positive and inclusive work environment that promotes teamwork and employee engagement.

2. Operations Management:

- Oversee and ensure the proper functioning of HVAC systems, plumbing, electrical systems, and general building maintenance.
- Manage daily custodial services to ensure a clean, safe, and welcoming environment throughout the campus.
- Supervise the mechanic to ensure college vehicles and equipment are maintained and serviced efficiently.
- Develop and implement maintenance schedules, preventative maintenance programs, and emergency repair plans.

3. Budget and Resource Management:

- Working with direct reports, prepare and manage the budget for facilities operations, ensuring efficient use of resources.
- Ensuring cost-effectiveness with the procurement of operations supplies.

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- Evaluate and recommend capital improvement projects, ensuring the long-term sustainability of the facilities.

4. Compliance and Safety:

- Ensure compliance with local, state, and federal regulations regarding safety, and building codes.
- Develop and implement safety procedures and training programs to ensure a safe work environment for all facilities staff.
- Conduct regular inspections of facilities to identify potential safety or operational issues and initiate corrective actions.

5. Collaboration and Communication:

- Serve as a key facilities operations' liaison with other departments, fostering strong communication and collaboration across the college.
- Coordinate with external vendors, contractors, and department leads for specialized operations, maintenance, repairs, and work orders.
- In collaboration with direct reports, manage the processing and completion of facilities work order requests.
- Work closely with the sustainability teams to continue energy-efficient practices and sustainability initiatives to promote environmentally friendly practices in facilities operations.

6. Strategic Planning:

- Assist in the development and implementation of long-term strategies to improve campus facilities and operations to include energy efficiency.
- Support college-wide initiatives, such as sustainability programs, energy efficiency projects, and space utilization improvements.
- Participate in emergency planning and disaster preparedness efforts to ensure the safety and functionality of the campus during crises.

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Minimum Qualifications:

- Bachelor's degree in Facilities Management, Architecture, Engineering, Business Administration, or a related field from an accredited institution, and four (4) years of relevant experience in operations and maintenance.

OR

- Associates degree in Facilities Management, Architecture, Engineering, Business Administration, or a related field from an accredited institution, and six (6) years of relevant experience.

OR

- Eight (8) years of relevant experience in facilities operations

Experience:

- Experience in facilities management, operations management, business administration, or a related field with supervisory roles overseeing operations.

Skills and Competencies:

- Strong team management skills.
- Knowledge of HVAC systems, building maintenance, custodial management, and mechanical operations.
- Extensive experience with fire and life safety equipment including elevators, fire alarms, burglar alarms, and safety programs.
- Excellent organizational, problem-solving, and communication skills.
- Ability to manage budgets, prioritize tasks, and meet deadlines.
- Familiarity with safety regulations and environmental standards in facilities management

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including fire & life safety

Working Conditions:

- This role may require occasional evening or weekend work to oversee critical repairs, maintenance during off-hours, or respond to emergency.

Salary and Benefits Information:

Salary: \$78,777 - \$98,471, salary placement will be dependent on education level and years of experience.

Perks of Working at TMCC

- Health insurance options including dental and vision - [Health Insurance](#)
- 17.5% retirement match, 24 annual leave days, a beginning balance of 30 sick leave days, 12 paid holidays
- Life insurance, long-term disability, generous annual and sick leave - [NSHE Benefits](#)
- Sports and Fitness Center with annual or monthly membership options for employee and spouse/domestic partner.
- [ComPsych](#) supports employees through life's difficult moments.
- [Professional Grant-in-Aid](#): TMCC is proud to provide a reduced-rate tuition benefit to faculty and qualified dependents. Faculty can take up to six credits per semester at a reduced rate. Dependents of faculty have unlimited credits, but in order to be eligible children must be unmarried and under the age of 24 and must receive at least 50% of their financial support from the employee and/or employee's spouse or domestic partner.
- **Free** parking on all TMCC campus locations.
- No State income tax
- All full-time faculty and staff are provided with a variety of [discounts and employee purchase programs](#).

Exempt

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Yes

Full-Time Equivalent

100.0%

Required Attachment(s)

Please note, once you submit your application the only attachment/s viewable to you will be the attachment/s to the resume/CV section of the application. Any additional required attachment/s to the cover letter, references, additional documents sections of the application, will not be viewable to you after you submit your application. All uploaded attachment/s will be on the application for the committee to review. To request updates to attachments, prior to the committee review of applications, please contact humanresources@tmcc.edu.

In order to be given full consideration all of the following must be attached to your application.

1) Resume/CV

2) Cover Letter

3) Contact Information for three Professional References - Please make a note if you do not want your present employer contacted unless necessary to determine your qualifications for the position.

Posting Close Date

03/25/2025

Note to Applicant

Applicants should fully describe their qualifications and experience with specific reference to each of the minimum and preferred qualifications. Search committees will use this information to determine that applicants meet minimum qualifications as listed in the job announcement.

This posting will close at 12:00 am on the date listed above. The posting will no longer be available to apply to after 11:59 pm the day prior.

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All documents, including unofficial transcripts for academic positions, must be received prior to the closing date listed on the job announcement.

Employment is contingent upon successful completion of a criminal background check upon hire.

As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

Schedules are subject to change based on organizational needs.

To apply, visit https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/Facilities-Manager--People-and-Services_R0146475

Truckee Meadows Community College is a comprehensive educational institution located in Reno, Nevada and is part of the Nevada System of Higher Education. TMCCs five instructional sites and numerous community locations serves an increasingly diverse population of more than 11,000 students each semester. TMCC, an HSI (Hispanic Serving Institution), is a progressive institution that celebrates inclusion and diversity while supporting core themes of academic excellence, student success, and access to lifelong learning.

A vital leader in the New Nevadas growing economy, TMCC is located near the beautiful Sierra Nevada Mountains in an environment rich with a thriving arts, culture, food scene, abundant outdoor activities, and a family-friendly local community. It is only a 3.5 hour drive to San Francisco, CA, a 40-minute drive to Lake Tahoe, and within easy driving distance of four national parks (Great Basin, Yosemite, Lassen, and Death Valley). For more information, please go to www.tmcc.edu or view our virtual tour at tour.tmcc.edu.

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of discrimination on the basis of a persons age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.



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Contact Information

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

Contact

N/A

Truckee Meadows Community College

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