

Director of Maintenance and Operations - Spokane
Community College
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=260008>

Downloaded On: Jul. 21, 2025 11:08pm

Posted Jul. 21, 2025, set to expire Aug. 18, 2025

Job Title Director of Maintenance and Operations - Spokane
Community College

Department District Facilities

Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Jul. 21, 2025

Application Deadline 08/18/2025

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Other

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Apply By Email

Job Description

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Director of Maintenance and Operations - Spokane Community College

Community Colleges of Spokane

Location:Spokane CC Main Campus Spokane

Department:District Facilities

Salary Range: \$97,774 - \$110,335

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Starting salary for this position is: \$97,774 (Annually)

The salary range represents the earning potential for this position, through training, evaluations and years spent working in this position with Spokane Colleges.

About Us

Spokane Community College, part of Spokane Colleges, serves 15,000 students with career technical, liberal arts, and adult education programs in Spokane and surrounding rural communities.

Applications will be accepted until 4:00 p.m. PST on 08/18/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

About the Director of Maintenance and Operations - Spokane Community College

JOB SUMMARY

Reporting to the Chief General Services Officer, this position provides leadership and management for building operations and maintenance at Spokane Community College. This includes oversight of approximately 40 staff members and responsibility for the maintenance and operation of all campus facilities and five off-campus location across six counties, totaling approximately 1.2 million square feet. Key departmental functions include facilities maintenance, groundskeeping, custodial services, campus operations support, and minor construction projects.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Personnel Management:

- Supervise, train, schedule, evaluate, and discipline classified, supervisory, and part-time hourly staff. Address performance issues and grievances in accordance with district policies and collective bargaining agreements. *
- Communicate performance expectations and provide timely feedback to ensure staff performance and conduct align with organizational standards. *

Facilities & Project Oversight:

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- Oversee non-capital facility maintenance, repairs, renovations, and improvement projects from planning to completion. *
- Inspect facilities and grounds to identify issues and ensure safety, appearance, and operational integrity. Recommend large-scale projects for executive review. *
- Coordinate and support capital remodeling, renovations, and new construction projects in coordination with the Director of Capital Construction. *
- Plan, implement, and assess predictive, preventive, and general maintenance programs for building systems and equipment. *

Safety, Compliance, & Inspections:

- Ensure all maintenance operations comply with applicable local, state, and federal building codes, NFPA standards, life safety codes, ADA, L&I, OSHA/WISHA regulations, and other relevant building, safety, health, and environmental regulations to support a safe and fully operational campus environment. *
- Monitor building analytics to evaluate performance and identify opportunities for efficiency improvements. *

Budget & Asset Management:

- Manage departmental budgets and assets, including inventory and procurement of tools, parts, and supplies. *
- Approve and monitor purchasing activities, including oversight of staff purchasing card use in accordance with district policies. *

Customer Service & Campus Support:

- Coordinate facilities support services for campus departments, academic programs, and student activities to ensure timely, responsive, and high-quality service. *
- Plan and oversee set-up, breakdown, cleaning, and staffing for campus events, including both college-sponsored and third-party functions, ensuring appropriate billing and resource allocation. *
- Maintain open communication with stakeholders regarding service requests, project impacts, and work timelines; resolve issues promptly and professionally. *
- Monitor and improve service delivery through feedback tools, customer satisfaction surveys, and performance data. *

Key Performance Indicators and Metrics:

- This position is accountable for measurable performance across multiple functional areas such

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as preventive maintenance compliance rates, project delivery, customer satisfaction, fiscal management, and work order efficiency and responsible for implementing process improvement to increase operational efficiencies. *

Other:

- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. *
- Support and advance Spokane Colleges' strategic plan, and perform other duties as assigned. *

**Indicates this is an essential duty.*

COMPETENCIES

- Manages Complexity
- Customer Focus Resourcefulness
- Optimizes Work Processes
- Ensures Accountability
- Situational Adaptability

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- A Bachelor's degree from an accredited institution. An equivalent combination of education and experience that demonstrates the required competencies may also be considered.
- 3 - 5 years' supervisory experience in facilities maintenance management to include general knowledge in commercial building mechanical and electrical systems, groundskeeping, custodial services, and demonstrated proficiency with Computerized Maintenance Management Systems (CMMS).
- Knowledge of building construction materials, methods, practices, building codes and requirements.
- Knowledge of and ability to evaluate currently accepted maintenance practices, procedures and standards for building and equipment systems.
- Ability to read and interpret building and ground's plans and specifications.
- Knowledge of budgets and financial management practices.

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- Understanding of capital planning and lifecycle cost analysis of institutional assets.
- Ability to manage multiple complex projects in a fast-paced environment.
- Ability to establish and maintain working relations with staff, outside consultants and agencies.
- Proficient in Microsoft Office Suite, including Outlook, PowerPoint, Word, and Excel, with a demonstrated ability to create, manage, and present professional documents, communications, and data reports effectively.
- Excellent communications skills both orally and in writing and the ability to communicate technical information to non-technical audiences.
- Ability to respond to afterhours and weekend emergencies.

DESIRED QUALIFICATIONS

- Experience in a union environment.
- Experience leading or contributing to campus-wide strategic planning or sustainability initiatives.
- Experience with performance benchmarking tools such as APPA Facilities Performance Indicators or Sightlines.
- Certified Facility Manager (CFM), Facilities Management Professional (FMP), or similar industry credential.
- Experience working in a shared governance environment or with diverse stakeholder groups in higher education.
- Proficiency with project management software.
- Advanced knowledge of Building Automation Systems (BAS) or smart building technologies.
- Familiarity with Lean or continuous improvement methodologies applied in facilities operations.
- Experience managing complex, multi-million-dollar operating and project budgets, with demonstrated fiscal accountability and strategic resource allocation.

PHYSICAL REQUIREMENTS

- Work is performed in both office and outdoor environments.
- Must be able to traverse campus grounds and access facility systems (e.g., rooftops, basements).
- Frequent use of computers and communication devices.
- Work directly with students/clients.
- Frequent oral and auditory communication with others.
- Must be able to respond to on-site emergencies during off-hours.

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CONDITIONS OF EMPLOYMENT

- Contract 12-month position.
- Position requires regular on-campus presence.
- Position is exempt from Fair Labor Standards Act (FLSA).
- Requires criminal background check.
- Valid driver's license.
- Ability to travel locally as well as occasional out-of-town travel.
- May involve evening or weekend work to support events or respond to emergencies.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

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Benefits Information

This is a contracted, exempt management position. Medical, dental life and long term disability insurance benefits are provided as currently administered under the Public Employees Benefits Board; TIAA-Cref retirement plan or WA State Retirement Plan. Vacation leave accrues at the rate of 14.67 hours per month (22 days per year) and sick leave accrues at the rate of 8 hours per month, effective upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.)

[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.
- College transcript(s) if applicable - unofficial/copies of transcripts are acceptable; official transcripts are required upon hire.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or

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grievances to:

Fred Davis | Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/director-of-maintenance-and-operations-spokane-community-college-spokane-washington-united-states>

Contact Information

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

Contact

District Facilities

Community Colleges of Spokane

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