

FACILITIES MANAGER
San Jose/Evergreen Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=264537>

Downloaded On: Nov. 18, 2025 11:49pm

Posted Oct. 28, 2025, set to expire Nov. 23, 2025

Job Title FACILITIES MANAGER
Department Staff
Institution San Jose/Evergreen Community College District
San Jose, California

Date Posted Oct. 28, 2025

Application Deadline 11/23/2025
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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FACILITIES MANAGER

San Jose/Evergreen Community College District

Close/First Review Date:11/23/2025

Work Location: San Jose City College

Position Description:

POSITION SUMMARY

FACILITIES MANAGER San Jose/Evergreen Community College District

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The Facilities Manager reports to the Vice President of Administrative Services at San Jose City College. This is a full time, 12 months per year, Classified Management position.

POSITION PURPOSE

Reporting to the Vice President of Administrative Services or assigned administrator, the Facilities Manager, plans, organizes, and supervises the cleaning and care of the college and district facilities and grounds.

NATURE and SCOPE

The Facilities Manager has responsibility for the overall management of custodial services and supervision of a Custodial Services Supervisor. The Manager instructs staff in the proper and safe use of materials and equipment; inspects buildings to determine if proper custodial methods are being followed and standards are maintained; researches price and quality of custodial supplies; requisitions custodial supplies and equipment; submits budget estimates for custodial department to supervisors; and confers with supervisor and college administrators regarding care and cleaning problems and needs. The Facilities Manager also directly supervises Grounds staff responsible for maintaining landscaping, pesticide applications, and plant/tree maintenance.

KEY DUTIES and RESPONSIBILITIES

1. Plan, organize, schedule and oversee custodial and grounds operations and activities; assure compliance with rules and regulations related to assigned activities.
2. Drive to various District locations to inspect sites and assure safe conditions of the facilities; report dangerous or hazardous conditions to appropriate personnel; assure assigned campus/District Office areas are in a clean, orderly and secure condition.
3. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; train, counsel, discipline and terminate personnel according to established policies and procedures.
4. Supervise the operation and use of a variety of hand and power tools and light and heavy equipment, including hand mowers, power trim edgers, riding mowers, blowers, hedge shears, and other maintenance equipment such as a tractor, backhoe, sodder, and forklift; ensure adherence to proper methods and safety requirements.

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5. Oversee landscaping activities performed by staff, including tree pruning, tree cutting, planting, fertilizing, weed-eating and mowing; ensure proper usage of fertilizers, pesticide, herbicides and related chemicals; perform landscape design and installation functions.
6. Coordinate the maintenance and set up of athletic fields, including any sporting events supported by the college.
7. Participate in the maintenance and repair of irrigation systems, including pumps and well pumps; repair controllers, valves and all electrical equipment; troubleshoot and repair clocks.
8. Supervise and assist in the maintenance and upkeep of equipment, including changing oil, checking fluid levels, greasing equipment, and sharpening blades. Estimate time, material and equipment needed to perform work; requisition supplies and materials.
9. Prepare and maintain a variety of records related to assigned duties.
10. Communicate with others regarding work requests, projects, complaints and other issues related to custodial activities.
11. Conduct physical inventory of custodial and grounds equipment and supplies; order and distribute supplies; research new products and meet with vendors as appropriate.
12. Participate in the preparation of the annual preliminary budget as requested.
13. Attend and conduct a variety of meetings as assigned.
14. Assist with various activities including moving furniture, setting up facilities for special events and other activities as needed.
15. Operate a computer and other office equipment as assigned.
16. Remain on-call for emergency situations as assigned.
17. Perform related duties and responsibilities as assigned.

EMPLOYMENT STANDARDS

Knowledge:

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1. Operations, services and activities of a grounds maintenance program, including irrigation systems, fertilizer, soil characteristics, treatment for pests and diseases in common plants and trees, and horticulture principles/practices.
2. Proper methods, materials, tools and equipment used in custodial work.
3. Requirements of maintaining school buildings in a safe, clean and orderly condition.
4. Principles and practices of supervision and training.
5. Appropriate safety precautions and procedures.
6. Modern cleaning methods including basic methods of cleaning and preserving floors, carpets, furniture, walls and fixtures.
7. Basic record-keeping techniques.
8. Safe work practices and proper lifting techniques.

Skills and Abilities:

1. Plan, organize, schedule and oversee custodial and grounds maintenance operations and activities.
2. Assign and inspect the work of others.
3. Work independently with little direction.
4. Establish and maintain cooperative and effective working relationships with others.
5. Apply and explain procedures and use of equipment and supplies used in custodial work.
6. Use cleaning materials, equipment and methods according to pre-determined standards.
7. Observe and report need for maintenance and repair.
8. Properly apply pesticides, operate and use light and heavy equipment, hand tools and power equipment.

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9. Understand and follow oral and written directions.
10. Meet schedules and time lines.
11. Communicate effectively both orally and in writing.

Required Qualifications:

EDUCATION AND EXPERIENCE

1. Graduation from high school or the equivalent.
2. Three years increasingly responsible custodial and/or grounds experience.
3. Three years of supervisory/leadership experience.

Licenses and Requirements:

1. Possession of, or ability to obtain, an appropriate, valid California Class B drivers license.
2. Possession of, or ability to obtain, a California Pesticide Applicators Certificate (Category B, Landscape Maintenance).

Desired Qualifications:

Districts Diversity Requirements

- Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.
- Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the Districts hiring policy; or demonstrated equivalent transferable skills to do so.

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Salary Range:

\$135,859 - \$165,137 Annual Salary (Range M20: Management 2025-2026 Salary Schedule).
Starting salary placement is generally at Step 1.

Benefits:

In addition to the salary, this position qualifies for the choice of one of the Districts excellent Health Benefits and Welfare plans, which the premium cost is 100% paid by the District for the employee and their eligible dependents, and one health plan costing an estimated \$60,000 for the District for fiscal year 2025-2026. We offer two medical plans (Anthem Blue Cross [PPO] and Kaiser Permanente (HMO)); dental (Delta Dental PPO); vision (VSP Choice); life insurance for the employee (The Hartford); life insurance for eligible dependents (The Hartford); a long term disability/income protection plan (The Hartford); and an employee assistance plan (Anthem EAP).

In addition, the District contributes an additional 26.81% of the employees salary towards an eligible employees pension (CalPERS).

Employees may also elect to participate in optional plans including purchasing additional life insurance for themselves and their eligible dependent(s); enroll in a medical, transportation, and/or dependent care Flexible Spending Account(s) (with the \$4 monthly administrative fee paid by the District); and set pre-taxed dollars aside to supplement their pension in a 403b (tax shelter annuity) and/or a 457 (deferred compensation) plan(s).

Managers, Supervisor and Confidential employees earn 22 days per year of vacation, up to 12 sick leave days and 6 administrative leave days. There are currently 20 paid holidays.

To be considered for this position please visit our web site and apply on line at the following link: <https://sjeccd.peopleadmin.com/>

About San Jose/Evergreen Community College District

The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive roles models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2017, with enrollment of approximately 18,500 per semester, and an extremely diverse

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student population (Hispanic/Latino 44%, Black/African-American 4%, Asian/Pacific Islander 32%, American Indian/Native American 0.5%, White/Caucasian 11%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the Districts emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse group of managers, supervisors and confidential staff consisting of 29 % Hispanic/Latino, 13% Asian/Pacific Islander, 7% Black/African American, 23% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.

Contact Information

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

Contact

Staff

San Jose/Evergreen Community College District

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