

MANAGER, OPERATIONS – DE ANZA

DEPARTMENT: College Operations

COLLEGE: De Anza

SALARY GRADE: [A2/A3 - G](#)

POSITION PURPOSE:

Reporting to an assigned administrator, manage, plan, organize and supervise the day-to-day operations associated with cleaning and care of campus buildings, grounds maintenance.

NATURE and SCOPE:

The Manager, Operations – De Anza plans, supervises and evaluates the activities of the custodial, and grounds staff for De Anza College.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Recommend and assist in the implementation of goals and objectives, establish schedules and methods for building maintenance; implement policies and procedures.
2. Plan, prioritize and assign a variety of tasks to custodial staff to ensure that buildings are properly maintained, providing a clean, safe environment for students, faculty and staff.
3. Plan, prioritize and assign a variety of tasks to grounds staff to ensure that all landscaped and natural grounds are properly maintained and to further ensure that water conservation goals are met and athletic venues are safe for athletes and coaches to use.
4. Prepare work schedules and make relief assignments as required; prepare vacation and summer work schedules for staff.
5. Inspect equipment, verify work progress and completed work of custodians, grounds crew staff for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications ensuring standards are achieved.
6. Inspect buildings and grounds with respect to health and safety standards and prepares inspection reports as appropriate.
7. Coordinate with Environmental Health and Safety staff as necessary to comply with state and federal regulations.
8. Coordinate with Risk Management regarding mandatory training for all Custodial and Grounds staff.
9. Participate in the selection, training and motivation of staff; conducts performance evaluations of staff supervised; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
10. Purchase necessary supplies, materials and equipment.
11. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for needed custodial, grounds and materials; monitor and control expenditures.

12. Prepare necessary records and reports; prepares project status reports as requested; maintain records of projects, activities, materials and hours.
13. Prepare instructional bulletins, correspondence, and reports.
14. Support, implement, and promote compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs, and services.
15. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.
16. Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Principles of supervision, training, and performance evaluation.
2. Modern custodial methods, materials and equipment used in institutional setting.
3. Grounds maintenance and landscape problem/solution maintenance,
4. Quality and use of cleaning supplies and equipment.
5. Care and cleaning of various types of heating, ventilating, and lighting equipment.
6. Safety rules and regulations applicable to the operation of equipment and performance of custodial, and grounds, duties; Hazardous Materials Waste Management.
7. Modern office practices, methods, and computer equipment.
8. Principles and procedures for record keeping and reporting.
9. Principles of budget preparation and control.
10. Safe driving principles and practices.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Support, implement, and promote advancement of the District's equity goals, and Diversity and Equal Opportunity Plan in all aspects of employment.
3. Identify landscape maintenance needs/strong attention to detail
4. Lay out work assignments and to organize a program and see that it is carried out.
5. Work with, train, instruct, supervise, and evaluate assigned staff.
6. Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations.
7. Communicate clearly and concisely, both orally and in writing.
8. Maintain working relationships with those contacted in the course work.

Education and Experience:

1. Associate degree or the equivalent.
2. One (1) year in an increasingly responsible management or supervisory capacity.

Preferred Qualifications:

1. Bachelor's degree.
2. Experience in maintaining sports venues.
3. Five (5) years of experience in custodial work.
4. Two (2) years of grounds experience.

License and Certifications:

1. Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

WORKING CONDITIONS:

Environment:

1. Typical office environment; subject to some travel to conduct work and physical activities.
2. Grave shift.
3. Evening hours.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: July 2017

Date Revised: July 2019

Ed Code: H-11

Creditable Service: PERS