



Job Description

Value Statement

“One Brookdale” is a core value in each of our daily work lives. This value will be expressed by everyone being responsible for the priorities and goals of the College without regard to title, band, or department. We will perform together with respect, teamwork, cooperation, integrity, courteousness and professional behavior.

Job Title: Manager, Building & Grounds
Department: Grounds
Reports To: Director, Facilities Operations

Position Summary

Manage building and grounds maintenance and repairs, including areas such as painting, ceiling tile repairs, roof leaks, and carpeting. Oversee landscape services, athletic field services, snow removal services, and custodial services contracts. This includes grounds maintenance, staffing, and fleet maintenance. The Manager oversees the College's building and grounds functions, providing direction and supervision to full-time and part-time staff, vendors, and contractors. The position also assists the Director with related tasks in Facilities Operations.

Job Duties and Responsibilities

30% Building Maintenance & Grounds

- Oversee and manage work orders system. Assign and follow up on all building and ground's maintenance and carpet, ceiling tile, painting, roof leak, repair work orders. Determine if an order requires the attention of a contracted vendor.
- Oversee and manage contracted custodial services, landscaping services, snow removal and pest control. Ensure that scheduled work is performed as per the specifications of the contracts and on time. Serve as the primary contact with the leaders of contracted services.
- Resolve issues related to contracted services. Research and investigate the problems and implement the solutions. Recommend plans and/or preventive measures to the directors for long-term issues.
- Work with Events and College Relations to coordinate all campus events and the required maintenance or custodial support. Schedule contracted services as appropriate, assign staff as needed.

30% Maintenance

- Develop, maintain, and recommend ways to upgrade existing preventative maintenance procedures for all building needs such as ceiling tiles, painting, roof leaks, carpet repairs, grounds and custodial.
- Schedule and approve required maintenance of Facilities vehicles.
- Respond to requests for emergency maintenance and repairs.
- Work with Athletic staff to prepare and maintain athletic fields.

20% Administration

- Recommend changes of departmental procedures to the Director.
- Initiate procurement requisitions of supplies, services, and equipment associated with his/her responsibilities.
- Supervise, interview, recommend for employment, and evaluate staff.
- Monitor expenses, and inform the director of the budget balance regularly, and notify when there's any concern on budget status.
- Manage budgets for grounds and custodial.

20% Regular Inspections

- Inspect and approve maintenance, repair and restoration work performed by support staff and outside contractors for all cycled maintenance (with exception of mechanical, electric, and plumbing), custodial, grounds, vehicles, pest control and all other contracted services not related to mechanical, electrical, or plumbing needs.
- Perform monthly inspections and audits of main campus and higher education centers for custodial and maintenance defects. Consult with custodial, landscape and snow removal contractors to resolve problems. Assign and schedule staff as necessary to resolve custodial and architectural maintenance problems.

Minimum Qualifications

Education:

- Associate's Degree. But will consider post-high school certification, trade school diploma, or related formal training and certifications with additional experience from which comparable knowledge and abilities can be acquired.

Experience:

- Five years of experience in a building maintenance position is necessary.
- At least two of those years must be in a supervisory capacity.
- Landscape experience preferred.

Knowledge/Skills/Abilities:

- Knowledge in carpentry, roofing, flooring, and landscaping.
- Strong supervisory skills.
- Strong knowledge of safety codes and standards.
- Strong communication, interpersonal, and organizational skills.

- Must be computer literate with ability to utilize Microsoft Office at an intermediate level and the ability to learn and utilize specific higher education programs and systems
- Ability to learn and apply office practices, procedures, policies, and regulations that are essential to the position.
- Must have valid driver's license.

Supervision Received

General supervisor from the Director. The incumbent has latitude to determine method and priority of completion.

Supervision Exercised

Administrative and functional supervision over 3-4 full-time support staff and may supervise 2 hourly staff. Functional supervision over on-site custodial and landscaping supervisors and various vendors and contractors.

Budget/Revenue Responsibility

Responsible for department budget and cost control. Monitor operational overtime budget.

Internal/External Contacts

Work with other faculty and staff at the College. Resolve complex repair and maintenance problems with vendors. Interact with county counterparts as needed.

Working Conditions

Must be available for emergency situations and will be on-call during regular periods. Position can be physically demanding. Manual dexterity and physical ability required. Must be able to climb ladders, work on scaffolding, climb over/around pipes, reach bend, squat, crouch or crawl. Must be able to push/pull equipment weighing 75-100 lbs.

ADA Statement

Individuals will be required to perform these functions without significant risk of injury to him/herself or others or otherwise demonstrate or explain how they can perform the essential functions listed above with or without reasonable accommodations.

Smoke-Free Workplace

Brookdale Community College is a smoke-free workplace in compliance with the Smoke-Free Workplace Act.

Qualified and interested applicants can apply directly at

<https://careers-brookdalecc.icims.com/jobs/1147/manager%2c-building-%26-grounds/job>

