

**BUILDINGS AND GROUNDS MANAGER  
Diablo Valley College**

**DEFINITION**

Under general direction, the Buildings and Grounds Manager is responsible for planning, coordinating, scheduling and managing the buildings and grounds staff, the equipment, general and preventative maintenance, groundskeeping, campus warehouse, and transportation operations at one of the District's colleges; and to do related work as required.

**RESPONSIBILITIES**

The Buildings and Grounds Manager is primarily responsible for the following activities:

Supervising, assigning and coordinating the work of all buildings and grounds maintenance and delivery personnel.

Establishing work schedules.

Ensuring that work is completed in accordance with instructions and sound standard practices.

Ensuring the timely completion of job assignments.

Ensuring that campus buildings and grounds are maintained in a safe, operable, and proper condition.

Overseeing and managing the computerized work order and preventative maintenance programs.

Evaluating energy conservation opportunities and directing the scheduling of time clocks and computerized energy management equipment to maximize utility savings.

Regularly inspecting campus buildings and grounds to identify and correct unsatisfactory or unsafe situations.

Directing staff members in the proper manner for completing job assignments.

Training employees and establishing safety and other training programs as necessary.

Directing the servicing, washing and maintenance of vehicles assigned to a campus.

Maintaining a variety of records and preparing reports.

Managing budget expenditures.

Directing the operation of a campus warehouse and ensuring proper delivery of materials.

Evaluating the work of assigned employees.

**REPORTING RELATIONSHIPS**

The Buildings and Grounds Manager reports to the District Director of Facilities Maintenance.

(Over)

## **MINIMUM QUALIFICATIONS**

Knowledge of:

- Proper operation, maintenance, and repair procedures for air conditioning, heating, refrigeration, ventilation, plumbing, and other mechanical equipment.
- Safety rules and regulations, applicable to campus buildings, grounds, and equipment.
- Methods and techniques of grounds maintenance.
- Ordering and inventory maintenance procedures for supplies and materials.
- General vehicle maintenance and safety requirements.
- Methods of techniques of work scheduling.
- Principles of work direction, employee supervision and training.

Ability to:

- Quickly learn the schedules and procedures used in assigned areas of responsibility.
- Lay out work assignments and ensure that they are carried out.
- Provide sound training for assigned staff.
- Prepare and maintain a variety of records and reports.
- Inspect buildings and grounds, ensuring proper maintenance and safety.
- Establish and maintain cooperative working relationships.

Four (4) years direct management responsibility experience related to buildings and grounds maintenance and operations. One (1) year of experience in a lead or supervisory position directly related to facility maintenance or construction, or the possession of an associate or baccalaureate degree may be substituted for one (1) year of management experience.