



# El Camino College

## Facilities Trades & Maintenance Manager



### ABOUT THE ROLE

Under the direction of an assigned administrator, exercise effective management of the areas assigned providing direct supervision over assigned positions. Develop and implement a clear and supportive operational vision for trade shops and facilities systems and services. Oversee day-to-day operations of a wide range of skilled trades work (e.g., carpentry, painting, plumbing, welding, pool maintenance, lock shop, electrical work, HVAC systems, including all trades-related equipment repairs and maintenance. Ensure all trades-related systems and services are safe, efficient, reliable, and supportive of the needs of the campus community.

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the trades and maintenance units; lead by example; actively participate in and support College-wide shared governance components and activities and other collaborative processes; encourage professional excellence among assigned staff; and promote, foster, and facilitate an organizational culture of customer service, teamwork, and innovation.

### MISSION STATEMENT

*El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.*

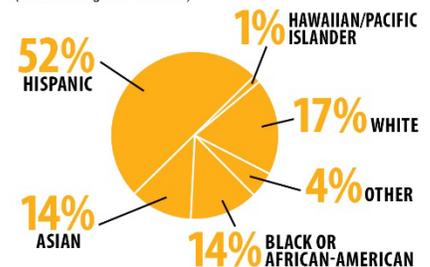
### ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis.

### STUDENT DEMOGRAPHICS

*(Facts and Figures - 2023-24)*



# FACILITIES TRADES & MAINTENANCE MANAGER

**Division:** Facility Planning & Services

**Posting Closing Date:** 3/20/2026

**Req:** C2526-032E

**Location:** El Camino College

**Position Type:** Supervisor

## REPRESENTATIVE DUTIES

*The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

*For a full listing of duties and work expectations, please refer to the job description located at:*

[Job Description](#)

## FUNCTIONAL RESPONSIBILITIES

1. Oversee day-to-day campus operations, services, and systems involving trades work in the areas of carpentry, painting, plumbing, welding, pool maintenance, locks, work orders, building maintenance, construction, alterations, and renovation projects. Ensure assigned areas are functioning efficiently, effectively, and safely. Establish benchmarks for service delivery and track operational performance for all assigned trades.
2. Interview, hire, and manage staff. Schedule and assign work. Set work priorities. Establish timelines. Ensure that staff are supplied with the appropriate tools, materials, and equipment to complete work. Provide regular feedback. Anticipate problems and proactively develop solutions in consultation with supervisor. Ensure staff are properly certified in safe work methods, procedures, and equipment use. Train staff in the proper operation and handling of relevant machinery and tools, as needed. Promote a culture of safety and continuous improvement by attending and conducting safety meetings for staff.
3. Assess, motivate, and improve performance of assigned personnel; evaluate work results; Provide coaching for performance improvement as needed. Recommend and provide professional development opportunities, as appropriate. Initiate discipline procedures as needed in accordance with established policies and procedures.
4. Monitor and routinely inspect facilities-related systems, services, and projects. Identify and inform supervisor of areas in need of maintenance or improvement to help prevent operational malfunctions, breakdowns, and general depreciation.
5. Estimate labor, materials, tools, and equipment required for activities and projects. Obtain quotes and prepare requisitions, as needed. Order materials, tools, and equipment required to perform and complete trades work.
6. Supervise and participate in various Facilities projects as assigned. Assist staff with completion of work requests or emergency situations as required. Closely supervise the more complex carpentry, painting, and plumbing work. Determine when outsourcing is appropriate.
7. Manage relationships with architects, engineers, consultants, and contractors for design, construction, modification, and renovation projects. Meet with contractors to conduct walks of job sites, and receive bids, quotes, or estimates. Review plans, drawings, and specifications. Inspect and evaluate vendor work and performance. Assess progress, quality of workmanship, and adherence to safety and operational standards. Provide supervisor with regular status updates.
8. Coordinate activities across multiple trade shops, contractors, and campus users to ensure efficient project

- delivery. Interpret and explain specifications, blueprints, and work projects to assigned staff to ensure clarity and accuracy in execution.
9. Develop and manage budgets for materials, tools, equipment, and special programs such as hazardous waste removal and aquatic maintenance.
  10. Maintain inventory control over material and equipment received and used. Ensure fiscal accountability and efficient use of resources.
  11. Prepare and maintain a variety of records related to assigned duties, including work orders, inspections, and project documentation. Contribute to annual reports and quality assurance programs.
  12. Represent the department on institutional planning activities, various committees, panels, and work groups. Attend workshops, seminars, and training sessions as appropriate.
  13. Attend a variety of meetings related to staffing strategies, budgets, fiscal accountability, project status updates, and other activities; participate in consultation, shared governance, and appropriate advisory committee meetings.

## ORGANIZATION MANAGEMENT

- Maintain up-to-date knowledge and oversight of assigned trades, systems, and services to ensure compliance with the College's policies, departmental standards, bargaining agreements, and applicable regulations.
- Develop, implement, and refine policies, procedures, and operational standards to improve facilities-related systems and services. Implement an operational structure that maximizes utilization of resources and ensures effective and efficient delivery of services.
- Strengthen processes, systems, and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Implement priorities in conjunction with the College's comprehensive planning and budgeting guidelines.
- Work with Information Technology personnel on a continual basis to enhance and improve relevant computer systems. Learn and apply emerging technologies to perform duties and provide services in an efficient, organized, and timely manner. Work to modernize infrastructure and technological resources.
- Perform other duties as assigned.

## JOB QUALIFICATIONS

### Education and Experience:

**Option 1:** High School diploma or G.E.D. AND Seven (7) years of full-time, paid experience in one or more building trades with 3 years at the journey-level; AND One (1) year in a lead or supervisory capacity.

**Option 2:** High School diploma or G.E.D. AND Four (4) years completed in a recognized apprentice training program in a building trade; AND Three (3) years of full-time, paid, journey-level experience in one or more building trades; AND One (1) year in a lead or supervisory capacity.

**Option 3:** Completion of a two (2) year college program in a building trade; AND Five (5) years of full-time, paid experience in one or more building trades with 3 years at the journey-level; AND One (1) year in a lead or supervisory capacity.

## OTHER DESIRED QUALIFICATIONS

### Knowledge/Areas of Expertise:

- Knowledge of construction, maintenance, alteration, and repair of building components and facility structures.
- Extensive knowledge of the theories, principles, methods, materials, and equipment used in heating/ventilating/cooling buildings, electrical systems, carpentry, roofing, painting, plumbing, locks, pool maintenance, hazardous waste, wet side fire systems, reclaimed water, automated door operations and

building maintenance.

- Knowledge of current practices, materials, hand tools, power tools, and other related equipment used in building trades.
- Knowledge of supplies and costs of building materials.
- Testing and inspection methods used in various building trades.
- Properties, adaptability, and uses of various building materials.
- Knowledge of appropriate safety precautions and preventive maintenance methods, procedures, and techniques.
- State and local building codes, regulations, and administrative orders and ordinances.
- Safety and health regulations and practices pertinent to the construction industry.
- Knowledge of industrial and commercial building construction.
- Broad knowledge of effective inventory and control techniques.
- Expertise in using basic record-keeping techniques and reporting systems used in building trades.
- Principles of management and training.
- Methods and procedures used in planning and estimating job projects.
- Knowledge of the harmful effects of hazardous or toxic materials and the protection and safeguards required when working with or controlling such materials.

#### **WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. **Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**Work Environment** Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. At least minimal environmental controls to assure health and comfort. May involve working non-standard, evening, and weekend hours.

**Physical Demands** Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

*\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.*

**CLOSING DATE: FRIDAY, MARCH 20, 2026 at 3:00 P.M.**

#### **SALARY: The starting salary range \$108,360 (Annually)**

Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$141,000 annually).

#### **CONDITIONS OF EMPLOYMENT**

This is a full-time, twelve-month management position. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. Work schedule may include weekends, evenings, and/or holidays

based on business needs.

Managers may work all or a portion of the workdays that fall between December 25 and January 1. Managers may also use their accrued vacation days to cover all or a portion of the workdays that fall between December 25 and January 1. Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

### **ADA ACCOMMODATIONS**

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](http://maxient.com)

### **INTERVIEW EXPENSES**

Individuals identified for FINAL interviews are eligible to have expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Finalists must complete and submit a W-9 Form and Human Resource's "Interview Expense Reimbursement Form" and include appropriate support documentation to receive the allowable reimbursement amount.

### **BENEFIT HIGHLIGHTS**

#### **Health, Life, Dental and Vision Insurance**

The College provides a diversified insured benefit program for all full-time employees including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available toward which both the College and the employee contribute.

#### **Sick Leave and Disability**

Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely.

#### **Retirement**

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

#### **Summer Work Hours**

During the summer, employees work eight 32-hour work weeks with full pay.

### **TO APPLY**

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE PDF** document.

**Foreign Transcripts:** Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>

**IMPORTANT NOTE:** Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. **You may check the status of your application online.**

If you need assistance, you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at [hr@elcamino.edu](mailto:hr@elcamino.edu).

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

#### **FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:**

##### **El Camino College**

##### **HR Service Partner**

Pamela Jones

310-660-3593, Ext. 3478

[pjones@elcamino.edu](mailto:pjones@elcamino.edu)

16007 Crenshaw Boulevard

Torrance, CA 90506

#### **JEANNE CLERY CAMPUS SAFETY ACT**

*In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an [Annual Security Report](#) and all required statistical data. This publication includes Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security.*

*The information is also available in printed form in the lobby of the [Police Department](#) and in select locations on campus. Upon request, the Campus Police Department can provide paper copies of this publication. Contact them at 310-660-3100.*

#### **EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**

*The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.*