



FACILITIES TRADES & MAINTENANCE MANAGER

Classification:	Supervisory Administrator
Salary Range:	29
Retirement Type:	PERS*
Board Approved/Revised:	October 27, 2025

KEY ROLES/RESPONSIBILITIES:

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.

SUPERVISION RECEIVED AND EXERCISED:

- Receive immediate direction from an assigned administrator.
- Supervise, motivate, and evaluate the performance of assigned staff in the trade shops and facilities service areas. Interview and select employees; recommend promotions, transfers, reassignment, termination, and disciplinary actions as needed.
- Review and recommend staffing patterns. Set goals and performance objectives for personnel.
- Provide consistent direction in administering collective bargaining agreements; understand, interpret, and implement agreements as directed.
- Foster a culture of sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, ethnic backgrounds and disabilities of community college students, faculty, and staff.

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.

I. LEADERSHIP

1. Manage and direct the operations of all assigned trade shops and facilities service areas. Plan, develop, organize, direct, and evaluate operational efficiencies and service levels of assigned units. Articulate a clear vision for assigned areas, including service levels, operational effectiveness, and safety requirements. Lead and manage change within assigned units and across the Administrative Services Area as directed.
2. Establish maintenance and operational priorities for all assigned units to ensure preventive and corrective measures minimize downtime and maintain safe operations.
3. Lead complex repair, maintenance, and construction efforts, as required. Ensure assigned projects meet quality, safety, and operational standards.
4. Lead initiatives to ensure safe work practices, certification compliance, and appropriate environmental health standards in consultation with the Office of Workplace Safety and Risk Management.

5. Actively participate in the annual planning process, including program review and resource development activities. Promote transparency within and among assigned units.
6. Participate in the life of the College, including operational processes and initiatives. Serve on College committees, workgroups, and task forces, as assigned.
7. Be directly accountable for effective and efficient utilization of resources. Control and authorize expenditures in accordance with established guidelines. Measure and assess outcomes. Identify opportunities for improvement within assigned areas and implement actions to strengthen services to students and the campus community.
8. Support College initiatives including Diversity, Equity, Inclusion, Accessibility and Anti-racism.

II. FUNCTIONAL RESPONSIBILITIES: College Level

1. Conduct regular inspections of campus buildings and facilities systems and services. Identify potential issues and develop proactive solutions to prevent failures.
2. Ensure campus facilities systems are operating effectively, efficiently, and safely so as not to distract or impede student learning and success.
3. Monitor and improve the delivery of facilities services and systems. Promote an effective work environment that supports high performance teamwork, continuous improvement, and ongoing sustainability of College resources.
4. Participate in grievances, disciplinary meetings, legal matters, and other employment related activities. Be alert for and effectively manage trouble spots in assigned areas. Keep supervisor informed.
5. Provide timely operational, technical, and functional information to immediate supervisor and other College administrators, as directed. Interpret routine policies and regulations and recommend appropriate courses of action.
6. Ensure that all facilities-related projects, operations, and services are sensitive to and understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college students, faculty, and staff.

FUNCTIONAL RESPONSIBILITIES: Job Level

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.

III. RELATIONSHIPS

1. Serve as the primary point of contact for maintenance requests and operational concerns.
2. Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making. Engage regularly with College leadership, faculty, staff, and external stakeholders to assess needs and set goals and objectives for assigned units.
3. Work cooperatively and communicate effectively with supervisor, trades personnel, union leadership, College administrators, representatives from regulatory agencies, neighboring community members, and others to coordinate and implement facilities projects, services, and activities. Provide timely and transparent communication on project progress, priorities, and service delivery.
4. Maintain effective communication with assigned staff by holding regular staff meetings. Provide timely information to staff about issues, programs, and practices affecting the department, Administrative Services Area, and the College.
5. Develop and maintain positive partnerships with outside vendors, businesses, and contractors to provide timely responses to the needs of the campus community.
6. Network with professional colleagues inside and outside of the College to remain current on industry best practices and emerging technologies in facilities management. Attend workshops and professional development conferences.
7. Participate as an active member of the Administrative Services management team.

IV. ORGANIZATION MANAGEMENT

1. 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.
2. 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.
3. 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.
4. 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.
5. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

Within one year of employment:

- Certification as an auditor for the requirements of SCAQMD rule 1415.
- Los Angeles County Back Flow Inspection License.
- Universal Refrigerant Handlers Certification.

(Note that for travel reimbursements, a valid California driver's license and successful completion of the District's Defensive Driver Training program is required.)

Knowledge/Areas of Expertise: College Level

- Effective organizational and management practices pertaining to the analysis and evaluation of projects, department performance metrics, and operational needs.
- Effective financial reporting and record keeping.
- Appropriate risk management strategies, safety precautions, and procedures.
- Principles of communicating and collaborating effectively with diverse students, faculty, staff, and administrators.
- Effective methods for conflict resolution and crisis management.
- Effective change management principles and practices.
- Effective written and oral communication skills. Effective interpersonal skills using tact, patience, and courtesy. Effective collaboration, communication, and consensus-building techniques.
- Effective needs assessment methods and project management practices. Effective data management, record-keeping, and reporting techniques. Understanding of key performance indicators, goals, and measurable objectives and how to implement them.

Knowledge/Areas of Expertise: Job Level

- 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.

Abilities/Skills: College Level

- Represent the College in a manner that reflects a positive image of services and support provided.
- Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college students, faculty, and staff. Relate effectively to people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

- Establish and maintain cooperative and effective working relationships with a wide diversity of students, faculty, staff, and community members in an atmosphere of collegial decision-making and consensus-building. Work effectively and collaboratively in a diverse college environment, as well as within a community college system.
- Establish and maintain cooperative and effective working relationships with others. Listen effectively. Communicate respectfully with people of diverse cultures, languages, abilities, etc. Work effectively with others to build consensus and gain cooperation through discussion and persuasion to achieve common goals.
- Provide effective customer service and end-user satisfaction. Respond promptly to requests and inquiries from the public. Effectively resolve complex problems.
- Work independently with limited administrative oversight and direction. Adhere to ethical principles and practices, consistently exercise good judgment, and make effective decisions. Demonstrate flexibility and creativity in accomplishing work and resolving problems.
- Maintain confidentiality and act with discretion. Maintain the security of confidential materials.
- Travel to meetings and events on and off campus as required. Observe legal and defensive driving practices when operating a motor vehicle on campus or on official business.
- Utilize effective planning and organizational skills. Analyze problems, identify alternative solutions, anticipate consequences of proposed actions, and implement effective solutions in support of goals.
- Utilize effective oral and written communication skills, including business letter writing, report preparation, and public speaking. Utilize appropriate English usage, composition, grammar, spelling, punctuation, and vocabulary.
- Communicate clearly, concisely, and effectively with diverse constituencies within and outside of the College, both orally and in writing. Prepare and present effective oral and written reports, as required. Prepare and deliver effective presentations as requested.
- Effectively train, direct, supervise, motivate, and evaluate the performance of assigned staff. Facilitate effective staff meetings and group discussions and involve staff in idea generation, goal setting, and decision making.
- Work effectively within a unionized environment.
- Abilities/Skills: Job Level
- Ability to operate computer applications, systems, and software used in the building trades.
- Ability to analyze and interpret building code, construction design plans, specifications, and working plans used in construction.
- Skilled at ensuring conformance with applicable building codes.
- Skilled at ensuring compliance with occupational safety practices (e.g., OSHA Hazard Communication standards, EPA requirements, etc.)
- Ability to plan and schedule projects for the construction, installation, maintenance, alteration, and repair of building components, structures, systems, and equipment.
- Experienced in overseeing and evaluating the work of journey-level workers from various trades for quality or compliance.
- Ability to prepare accurate diagrams and sketches on installation, maintenance, and repair work.
- Skilled at reading interpreting, and working from blueprints, sketches, drawings, and plans.
- Skilled at performing skilled journey-level work in one or more building trades.
- Ability to effectively use test equipment.
- Ability to climb ladders and work on scaffolds.
- Ability to plan ahead and meet schedules and deadlines.
- Skilled at effectively utilizing computer systems and software applicable to building trades.
- Skilled at making accurate cost estimates of materials and labor.
- Ability to work effectively with staff, administrators, faculty, students, contractors, and vendors.
- Skilled at writing clear and concise instructions and reports.
- Ability to safely lift and carry heavy tools and materials.
- Experienced at keeping accurate records.
- Skilled at learning characteristics of new systems and equipment of various building trades and appropriately up-skill to adapt to changing technology.
- Ability to learn specialized software applications.

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.*