

CAMPUS BUILDING SERVICES MANAGER

GENERAL STATEMENT:

Manages and performs campus building services for assigned campus including general maintenance and repair of equipment and building systems, carpentry and painting; facilities tasks associated with college events including room or site preparation, set-up, break-down and clean-up; onsite point of contact for facilities-related service companies, vendors, inspectors, contractors, etc.; light custodial duties as needed.

REPORTS TO:

Director of Building Services (direct report) and/or Provost (dotted line report)

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED

LICENSE OR CERTIFICATION:

Valid Texas Driver license without restrictions which could prevent employee from performing duties and responsibilities. Commercial licenses in certain facility maintenance areas such as electrical, HVAC, or plumbing desirable.

EXPERIENCE:

Three (3) years' experience in facilities and physical plant maintenance required. Prior experience with an educational institution desirable.

OTHER:

Current technical knowledge of physical plant operating equipment and systems. Basic computer skills including ability to use email, internet, navigate screen input and populate electronic forms. Working knowledge of Microsoft Office products Excel, Word, Outlook. Working knowledge of energy management systems, work order systems, preventative maintenance systems, and Environmental Health and Safety matters. Ability to organize shop and storage areas, and maintain parts and supplies. Ability to apply time management skills with a focus on productivity. Ability to adapt to change in work direction and priorities easily, quickly and with a positive attitude. Ability to work in a team environment with a focus on customer service and safety, and willingness to proactively assist co-workers, students, faculty and staff.

DUTIES AND RESPONSIBILITIES:

- On call seven (7) days a week and twenty four (24) hours a day.
- Serve as onsite point of contact for facilities-related service companies, vendors, inspectors, contractors, etc.
- Perform basic electrical, HVAC, plumbing, machinery, and equipment maintenance and repairs.
- Serve as first point of contact for facilities needs identified by others on campus; receive and process maintenance requests using TVCC's facilities work-order system (School Dude or current system being used by the college)
- Perform routine preventive maintenance to ensure that building systems operate efficiently, equipment functions properly, and the physical state of buildings is maintained in an acceptable condition.
- Operate lift equipment to perform maintenance repairs.
- Serve as first point of contact for and perform basic incident response tasks in a safe and timely manner, i.e., handling water leaks, glass-breakage, employee or student spills, etc.
- Resolve facilities-related concerns/complaints and minor emergencies; refer to provost or other appropriate personnel if required.
- Move, relocate and deliver equipment, furniture, tools, supplies, heavy mail and similar items to campus faculty and staff.
- Initiate Purchase Requests for parts, supplies, and equipment or obtain them from storerooms.
- Initiate work orders to repair non-functioning building equipment or unsafe building conditions that require additional knowledge, skill or expertise.
- Estimate repair and maintenance costs.

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- Complete work-order procedure checklists in an accurate and timely manner.
- Manage paperwork associated with duties such as invoices, packing slips, work orders, project lists, vehicle trip forms, equipment repair history, etc. in an accurate and timely manner and in accordance with college policy and procedure.
- Serve as onsite point of contact for Environmental Health and Safety matters such as hazardous materials, chemical spills, etc., work closely with provost, departmental management, and third parties to address such matters in a safe, expeditious manner.
- Provide local area delivery and pickup service to bank, post office, etc. as requested by provost.
- Observe need for and perform debris collection on campus grounds as necessary between contracted service provider visits.
- Perform facilities tasks associated with college events and activities including but not limited to assisting custodial staff with room or site preparation, set-up, break-down and clean-up for student orientation, testing and registration.
- Monitor vending machines and services and makes appropriate recommendations regarding product availability to the vendor.
- Provide for the preparation of building door keys as requested by provost.
- Monitor and manage security and other operational needs for campus parking areas.
- Work closely with security staff to coordinate campus safety and security matters.
- Work closely with outsourced custodial service provider to insure campus custodial needs are being met. Assist Director of Building Services in the inspection of campus buildings and equipment that require periodic recertification in a timely manner.
- Assist Director of Building Services and/or provost in developing campus facilities budget as requested.
- Perform preventive maintenance work and daily preoperational inspection of TVCC fleet vehicles in a safe, efficient and effective manner with a focus on safety of vehicles. Includes fluid and tire pressure level correction, window and windshield cleaning, body cleaning and protection, interior cleaning, and insuring that insurance cards are in vehicles prior to use by college employees.
- Schedule vehicle usage by college employees and send vehicle trip sheets to Director of Transportation & Logistics. Work closely with the Director of Transportation & Logistics to address other campus transportation support needs such as vehicle repairs, and to maintain accurate inventory of college assets.
- Work closely with Energy Education Specialist to improve campus energy efficiency.
- Be familiar with and assist provost and Director of Public Safety with the implementation of Emergency Preparedness and Response plan should it be required. Post evacuation and inclement weather procedures.
- Be familiar with and assist provost and AVP of Facilities Management with the implementation of Business Continuity plan should it be required.
- Assist in other duties as directed by the Director of Building Services, provost, or other appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Ability to lift, push, or pull seventy (70) pounds and carry this weight upstairs and for a distance of up to 100 feet.
- Ability to climb ladders and stairs, bend, stoop, or work in high places (e.g., rooftops and lift buckets).
- Ability to handle cleaning products, compounds and chemicals (no allergic sensitivity).
- Ability to work outdoors in inclement weather.
- Ability to travel between campuses and to other local destinations as needed.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 3/5/12 Revised: 11/13/15

JD513