



Trinity Valley Community College

Job Description

Campus Building Services Manager

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

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:

Campus Provost

SUPERVISES:

Building Services Technician

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

High school diploma or GED

PREFERRED:

Associate's Degree or two-year technical certificate

EXPERIENCE REQUIRED:

Three (3) years' experience in facilities and physical plant maintenance.

PREFERRED:

Prior experience with an educational institution.

OTHER LICENSES OR CERTIFICATIONS:

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. Current technical knowledge of physical plant operating equipment and systems.

KNOWLEDGE AND SKILLS REQUIRED:

- Typing/Data Entry
- Computer software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and/or customer service skills
- Basic Math
- Leadership/ Management
- Attention to detail
- Time management
- Organization
- Operational systems and procedures

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.



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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.
- 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

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



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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.
- Maintain confidentiality of information.
- Other duties as assigned by appropriate supervisory personnel.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- | | |
|-------------------------------------|--------------------|
| • Standard office equipment | • Power Tools |
| • Personal computer and peripherals | • Torque Wrench |
| • Calculator | • Drills |
| • Multi-line phone system | • Drill Press |
| • Copier | • Grinder |
| • Locks | • Air Impact Tools |
| • Cellular Phone | • Welding Torch |
| • Ladder | • Jacks |
| • Scaffold | • Lift Equipment |
| • Small Hand Tools | • Air Sprayer |
| • Hand Saws | • Fax machine |

PHYSICAL DEMANDS:

- Requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, talking, hearing, seeing, and medium work.
- Subject to balancing, feeling, and computer work.
- May have repetitive motions, heavy work.
- Occasionally will be crawling, sedentary, light work, and very heavy work.

MENTAL DEMANDS:

- Hazardous Physical Conditions 25-50% of the time
- Atmospheric Conditions Less than 25% of the time
- Hazardous Materials Less than 25% of the time
- Extreme Temperatures between 25-50% of the time
- Inadequate lighting Less than 25% of the time
- Work space restricts movements between 25-50% of the time
- Intense Noise between 25-50% of the time
- Emotional control under stress less than 25% of the time
- Frequent interruptions 25-50% of the time

OTHER DEMANDS:

None



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The above job description has been reviewed with the employee. It was 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

Approved: 7/18/01

Revised: 10/12/2021

Classification:	Staff	Coordinating/Non-Coordinating:	C
FLSA Status:	Non-Exempt	TVCC Job Code:	1351
DBM:	B	Travel Required:	Between 25-50% of the time
IPDEDS/SOC CODE:	21-1012	Employment Status:	Full-Time
Salary Grade:	195	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

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