

Job Title: Facilities Maintenance Manager

Supervisor: Director of Facilities & Construction

Employment Terms: 12 Months

Salary Range: \$75,750 - \$96,535.80 (Annually)

Skill Sets:

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- General Construction
- Plumbing
- Electrical
- HVAC
- Leadership
- Professional Management
- Computer Technology
- Teamwork
- Building Maintenance
- Equipment Maintenance

Essential Duties and Responsibilities:

The Maintenance Manager performs, oversees and coordinates the maintenance activities of the District, ensuring the smooth operation of machinery, equipment, and facilities. They are responsible for managing maintenance staff, implementing maintenance schedules, and ensuring compliance with safety regulations. The Maintenance Manager plays a crucial role in minimizing downtime, optimizing equipment performance, and maximizing operational efficiency.

- Establish and maintain a good rapport with students, staff and community
- Serve as a backup for Director of Facilities
- Assist with District Fleet management
- Perform as a journeyman in one or more of the following trades: carpentry, plumbing, masonry, electrical, refrigeration, welding, locksmith, heavy equipment, sprinklers, sheet metal, alarm/security systems or other trades as assigned
- Oversee Facilities Project Specialists, Campus Maintenance teams and all District maintenance operations
- Travel between campuses when repairs are needed
- Physical activity working outside in all weather conditions including the hot sun. may climb ladders and perform roof inspections
- Maintain permanent records pertaining to each project including contracts, warranties, etc. for immediate availability
- Coordinate with Facilities Director and appropriate personnel all plant improvements and/ or new construction from planning to completion
- Subject to call outs during events, weekends, or holidays

Responsibilities:

- **Maintenance Planning and Scheduling:**

Develop and implement comprehensive maintenance plans and schedules to ensure the timely upkeep of machinery, equipment, and facilities.

Coordinate with production and other departments to schedule maintenance activities, minimizing disruption to operations.

- **Team Management:**

Supervise and lead a team of maintenance technicians, providing guidance, training, and support as needed.

Delegate tasks effectively, ensuring that each team member understands their responsibilities and deadlines.

- **Equipment Maintenance:**

Oversee the inspection, repair, and preventive maintenance of machinery and equipment to minimize downtime and extend their operational lifespan.

Develop maintenance procedures and protocols to ensure safe and efficient operation.

- **Facility Maintenance:**

Coordinate the maintenance of buildings, grounds, and infrastructure, including HVAC systems, plumbing, electrical systems, and structural elements.

Identify and address facility maintenance issues promptly to maintain a safe and comfortable working environment.

- **Budget Management:**

Assist the Director of Facilities with management of the maintenance department budget, ensuring efficient allocations of resources and cost-effective maintenance practices.

Monitor expenses and identify opportunities for cost savings without compromising quality or safety.

- **Regulatory Compliance:**

Ensure compliance with relevant safety regulations, codes, and standards, implementing appropriate measures to mitigate risks and maintain a safe working environment.

Stay updated on industry best practices and regulatory requirements related to maintenance and facility management.

- **Vendor Management:**

Collaborate with external vendors, contractors, and suppliers to procure maintenance services, equipment, and supplies as needed.

Evaluate vendor performance and negotiate contracts to ensure cost-effectiveness and quality service delivery.

- **Continuous Improvement:**

Identify opportunities for process improvement and efficiency gains within the maintenance department, implementing innovative solutions to enhance productivity and reliability.

Conduct regular performance evaluations and audits to assess the effectiveness of maintenance processes and identify areas for improvement.

- Other job-related duties as assigned

- Lift up to 100 lbs

Qualifications:

- High School Diploma or GED
- Knowledge and work experience in journeyman level maintenance/construction trades required
- At least 5 years in school facilities maintenance operations or similar field
- Arizona Driver's License required, CDL preferred
- Ability to work independently

Other Requirements:

- Must be able to pass fingerprint and background checks
- Occasional work outside normal working hours

Evaluation: This position has a 90-day probation period, plus a yearly evaluation

Closing Date: Open until filled

Start Date: ASAP

Application Procedure:

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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