The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and the District shall provide equal employment opportunities to all applicants and employees without regard to national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, Vietnam-era veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. In fact, the college encourages applications from all segments of qualified people.

For application/additional information:

Telephone: (562) 860-2451 x2284
Website: http://www.cerritos.edu

HR Office Hours:
8:00 AM - 5:00 PM (Monday through Friday)

HR SUMMER Hours (May 26-August 8, 2014):
8:00 AM - 5:00 PM (Monday through Thursday, closed on Fridays) Closed on Monday, May 26-Memorial Day holiday

FACILITIES MANAGER (Recruitment Extended)
$6,383.00 - $8,028.00 per month

Profile

Cerritos College is a comprehensive single-campus district serving approximately 20,000 students annually. The college is located in southeastern Los Angeles County near many southern California attractions including Disneyland, beaches and world-renowned shopping and golfing. The Facilities Division is responsible for providing a safe and physically sound campus environment that promotes student success and a quality work place for our faculty, staff, and community. Cerritos College has an active construction bond program with daily impact of campus operations.

Cerritos College employees are dedicated and passionate but most importantly, we thrive on working together. Teamwork is at the heart of working life at the college. The spirit of collaboration is central to everything we do, and everything we believe in. This position provides an exceptional and satisfying career, with outstanding leadership and professional growth opportunities for motivated individuals.

The ideal Facilities Manager will have experience in:

- Planning, organizing and directing building and grounds maintenance;
- Reviewing and approving corrective work orders, requisitions, and budgets;
- Developing and implementing preventative maintenance programs for the campus;
- Conducting regular Facilities review meetings with division and departments;
- Providing technical review regarding maintenance operations on construction projects;
- Ensuring outside agency compliance regarding Facilities operations;
- Supervising a diverse workforce within labor management agreements

The Facilities Manager reports to the Director of Physical Plant & Construction Services and supervises classified staff. The Facilities Manager will have knowledge of and demonstrated competence in using standard office equipment and computer software, particularly computerized maintenance management systems, spreadsheet and word processing programs. Accuracy and attention to detail, the ability to manage multiple projects and the ability to meet deadlines are essential.

The Facilities Manager will participate as a member of the District’s Facilities team and will coordinate with the Operations Manager in providing District services. The Facilities Manager will also be an active member of the campus community and will participate on campus committees as needed. The Facilities Manager may deal with outside agencies (e.g., Los Angeles County Dept., Dept. of Public Health, etc.) in resolving issues related to the District’s Facilities. The ability to present technical information in a clear and easily understood manner both orally and in writing is important in this position.

Candidates should be familiar with the job description which may be found on the District’s Human Resources webpage.
Duties & Responsibilities
A description of the duties and responsibilities may be found on the Human Resources page of the College website at www.cerritos.edu/hr under Salary Schedules and Job Descriptions.

Minimum Qualifications of Education and Experience
Requires a bachelor’s degree with major coursework in Engineering, Construction Management, or a related field. Requires five years of increasingly responsible experience in construction, building maintenance and operations with three years supervisory experience. Additional experience in construction trades may substitute for some higher education. Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic background of the student, community, and employee population.

Salary/Fringe Benefits
- Grade 26 on the Management Salary Schedule ($6,383.00 - $8,028.00 per month).
- Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance ($50,000). (Cash in lieu option available on medical insurance.)
- Participation in the Public Employees’ Retirement System and Social Security.
- 22 days annual vacation.

Conditions of Employment
- This position is a full-time 12-calendar month classified management position.
- Employment to be effective as soon as possible following completion of the selection process.
- Individuals who are offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before they are hired.

Application Procedure
Interested applicants must submit:
- Letter of application indicating how you meet each of the required qualifications for this position to include, but not be limited to, information on the following:
  - Contributions to the profession
  - Related experience/accomplishments
  - Professional/personal development (workshops, diversity sensitivity training, etc.)
- Completed Classified District application form.
- Résumé of educational background and experience.
- Copies of all transcript(s) (need not be official) verifying all educational degree(s) and/or coursework required for the position. A foreign transcript must be evaluated by a NACES-certified agency. The web site address is www.naces.org.
- The names, phone numbers and e-mail address of three work references to include at least one supervisor.

Application Deadline
This position is open until filled, but the priority date for receipt of application materials to be considered in the initial selection committee review is 5:00 PM on July 31, 2014. The position may close for consideration of application materials on the above priority date or any time thereafter, and interested persons are encouraged to submit their application and supporting materials so that they are received no later than 5:00 PM on July 31, 2014. It is the applicant’s responsibility to ensure that all application materials are received. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at least 72 hours prior to the priority closing date or the date(s) of interview.

Selection Procedure
Following the closing date, application materials will be evaluated by a selection committee. Candidates selected for further consideration will be limited to those applicants in the competitive group who best meet the qualifications for the position. Interviews will then be conducted by the selection committee, and finalists will be recommended for further consideration by the President-Superintendent for final selection and recommendation for employment. The selection process may also include practical exercises (i.e., teaching demonstration and/or other written, technical, manipulative, or simulation exercises) to evaluate candidates’ qualifications.

July 2, 2014

Cerritos College employs only individuals lawfully authorized to work in the United States. Cerritos College does not provide sponsorship for changes in immigration status for the purpose of employment in the United States. Offers of employment are contingent upon presentation of documents verifying the appointee’s identity and eligibility to work and completion of the required I-9 Form in accordance with the provisions of the Immigration Reform and Control Act of 1986 (Public Law 99-603).