



The ACADEMY

South Bay Regional Public Safety Training Consortium

560 Bailey Ave. San Jose, CA. 95141 408 229-4299

Opportunity Type

EMPLOYMENT OPPORTUNITY

Position Title

FACILITIES COORDINATOR

First Review Date: July 10, 2026

This position is open until filled; however, applications received after the first review date will be considered at the discretion of the Academy.

Department

Operations Unit

Work Location

Gavilan College Coyote Valley Campus

Definition

A supervisory position under the direction of the Vice President/Director of Program Services with responsibility for the planning, coordination, development, and maintenance operations for all Consortium training sites and facilities. The position is responsible for safety training programs and the monitoring of environmental issues (Cal/OSHA compliance). Serves as liaison with various city, county, state and federal agencies relative to facilities, maintenance and operations activities for the Consortium. Responsible for the development, coordination, maintenance, and monitoring of Consortium resources.

This is an exempt supervisory position. General assignment is 40-hours per week, normally 8:00 am - 5:00p.m. Monday through Friday, 12 months per year. There may be limited weekend and weeknight hours based on class schedules and Consortium needs.

About South Bay Regional Public Safety Training Consortium

South Bay Regional Public Safety Training Consortium (The Academy) leads the way in providing high-quality, cost-effective public safety training to approximately 2,400 full-time equivalent students (FTEs) each year including professionals from more than 190 city and county agencies.

The Academy operates under a Joint Powers Agreement with six community colleges and certifies training in law enforcement, fire services, emergency medical training, dispatch, and more. Member colleges who include Gavilan College, Monterey Peninsula College, College of San Mateo, Lake Tahoe Community College, Cabrillo College, and Ohlone College provide college credit for most courses offered by The Academy.



A Consortium of Community Colleges Dedicated to Innovative Public Safety Training

<http://www.theacademy.ca.gov>

Salary Range

Anticipated Hiring Range: \$7,214/month - \$7,575/month

Salary Range 117: \$7,214/month - \$8,769/month (Step A – Step E)
\$86,572/annual - \$105,229/annual (Step A – Step E)

Benefits Summary

This is a full-time position with 19 paid holidays, 20 paid vacation days, 6 administrative leave days, and 12 sick days accumulated annually. The Consortium offers Medical, Dental and Vision plans to employees and dependents. The Consortium Retirement Plan (457b) is competitive (but not PERS/STRS) with a 6% Consortium Retirement Plan Match.

Ideal Candidate

Is a resourceful and customer service-oriented professional who enjoys helping others and takes pride in being a reliable, critical member of a collaborative team. This individual is highly organized, demonstrates strong leadership skills, willing to take initiative, be attentive to detail, and able to manage multiple priorities in a fast-paced environment. Knowledge of, or prior experience in, facilities, maintenance, and operations and/or experience as a project manager is required. The ideal candidate is able to work without close supervision, is a strong problem-solver, and has excellent communication skills

The Opportunity

Under limited direction, the Facilities Coordinator performs and leads the planning, coordination, development, and maintenance operations for all Consortium training sites and facilities. The position ensures proper coordination and facilitation of various and ongoing projects, maintains inventories, capitol assets, and provides customer service to staff, vendors, and the public.

Key Duties and Responsibilities

Essential job functions include, but not limited to the following:

1. Plan, coordinate, and oversee the safe operation of facilities for the Consortium.
2. Ensure compliance with applicable codes, regulations, laws and standards of practice, which govern facilities, maintenance and operations activities.
3. Develop and implement performance standards for construction projects and facilities improvements.
4. Assist management with the development and monitoring of the budget as it relates to facilities and maintenance.
5. Oversee specialized maintenance projects and services.
6. Research and prepare reports that pertain to facilities and maintenance operations.
7. In cooperation with the Vice President, develop, prepare and implement bid proposals relating to services, equipment and special projects.
8. Develop and coordinate resources for the Consortium.
9. Develop and implement a safety-training program for the Consortium and function as the Safety Officer (Cal/OSHA compliance).

10. Ensure safe handling, storage and proper labeling of hazardous materials and hazardous waste products. Maintain Material Safety Data Sheets.
11. Maintain and assure the security of facilities at all Consortium sites.
12. Oversee purchase, maintenance and operations activities over all fleet vehicles.
13. Other related duties and assignment as directed.

Knowledge of:

1. Applicable codes, regulations, laws and standards of practice, which govern facilities, maintenance and operations.
2. Budget development.
3. Business and purchasing procedures.
4. Safety regulations and procedures.
5. Rules and regulations for handling hazardous materials.
6. Laws regarding workplace safety.
7. Fleet management and vehicle maintenance
8. Inventory control.
9. English usage, grammar, spelling and punctuation.
10. Use of personal computers and current software.

Skills and Ability to:

1. Plan, organize, schedule and maintain accountability for all areas of facilities and fleet development.
2. Supervise and coordinate a variety of projects concurrently.
3. Communicate effectively orally and in writing with people of diverse cultures, language groups and abilities.
4. Develop and monitor budget and expenditures.
5. Work cooperatively with college community agencies and organizations.
6. Operate a computer with appropriate software.
7. Work independently and exercise judgment and initiative.
8. Submit to and pass DOJ fingerprint check for handling firearms and ammunition.

Required Qualifications

EDUCATION AND EXPERIENCE

The successful candidate must possess a level of experience and education likely to demonstrate the knowledge and abilities required as described. A typical way to acquire the knowledge and abilities would be: college course work in supervision, operations, or closely related subjects, or work experience reasonably related to the duties and responsibilities of the position.

Desired Qualifications

Possess organizational, leadership, and supervisory skills. Experience in providing service and support, inventory control, and fleet management to a dynamic organization.

District's Diversity

1. Demonstrated sensitivity, knowledge, and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of individuals and groups.
2. Success integrating diversity into job duties or demonstrated equivalent transferable skills to do so.

Working Conditions

Environment:

1. Typical office environment with regular use of computers and standard office equipment.
2. Regular interaction with others in person, by phone, and through electronic means.

Physical Demands:

1. This position regularly involves working on a computer and communicating tasks using standard office software and equipment.
2. May engage in moderate to heavy physical effort in an indoor or outdoor working environment.
3. At times, this position travels to regional offsite locations.
4. The role requires the ability to review and work with detailed information.
5. The position may involve extended periods of sitting and working at a desk.
6. Hearing and speaking to exchange information.
7. Occasionally, the position may involve moving or retrieving files and operating standard office equipment.

Selection Process

It is the responsibility of the applicant to submit all application materials as a complete package within the application period.

Applications will not be considered unless the package includes the following required documents:

- Completed job application (available at www.theacademy.ca.gov/jobs)
- Resume
- Cover Letter

Additional Information:

1. Candidates are responsible for any travel costs associated with the interview process.
2. South Bay Regional Public Safety Training Consortium is an equal opportunity employer committed to an inclusive and accessible workplace.

3. We do not discriminate on the basis of race, color, religion, sex, gender (including gender identity and gender expression), sexual orientation, marital status, national origin, ancestry, age, disability (physical or mental), medical condition, genetic information, or military and veteran status, or any other characteristic protected by applicable federal, state, or local laws.
4. In compliance with Title IX and Section 504, we are committed to providing equal access and opportunity.
5. Reasonable accommodations will be provided to qualified applicants with disabilities upon request.
6. Applicants must be authorized to work in the United States and will be required to provide documentation verifying eligibility.

Satisfactory completion of a background check (including a criminal records check) is required for employment. The Academy will issue a contingent offer of employment to the selected candidate, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information.

The standard background check includes: criminal check, employment, and education verification. As part of the process, fingerprinting via LiveScan is required. The Academy will reimburse all costs associated with this procedure. Evidence of required degree(s) or certification(s) will be required at time of hire.

Other Applicant Information:

1. Only complete application materials will be considered. No exceptions.
2. Letters of Recommendation are NOT required and will not be forwarded to the hiring committee.
3. Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.
4. Application materials become the property of the District and will not be returned or duplicated.
5. Meeting the minimum qualifications does NOT assure an interview.
6. The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.