

Maintenance and Operations Unit Plan

Mission:

The mission of the Cerro Coso Community College Maintenance and Operations is to provide a safe, secure, clean learning environment which allows our students and staff opportunities to achieve excellence in teaching, and learning.

Program Description:

The Maintenance and Operations department's role is to maintain the facilities infrastructure which provides for a reliable physical plant and utilities as well as grounds and equipment. The Indian Wells Valley campus consists of ten major buildings, and is located on 320 acres of land. It has approximately 360,000 square feet of assignable space. Eastern Sierra Campus Center consists of two building located in Bishop and Mammoth together they have approximately 45,000 square feet of assignable space, Kern River Valley site consists of a leased building, which we maintain. And South Kern site located on Edwards Air Force Base and California City. (Child care)

The Maintenance Department at the IWV location consists of a director, two grounds keepers, one plant engineer, one maintenance worker, five custodians all of which are full time employees; 19 hour flexible limited benefit shipping and receiving clerk and a 19 hour flexible limited benefit grounds equipment/automotive mechanic. At Eastern Sierra Campus Center we have two 19 hour flexible limited benefit custodians one for each location. At Kern River Valley we have one 19 hour flexible limited benefit custodian. At South Kern we only maintain the Child care facilities with one 19 hour flexible limited benefit custodian.

The grounds keepers are responsible for maintaining all of the exterior grounds which include baseball, softball, and soccer fields as well as a complex irrigation system, they trim trees; take care of fountains; and many other duties related to the grounds. Our plant engineer is responsible for maintain the physical plant which includes all of the HVAC, Security systems, electrical, plumbing for all locations he is very mobile. The maintenance worker serves in a wide capacity he is tasked with painting, locksmithing, moving furniture, helping with various set-ups and tear downs he also travels to all sites. The custodians work to keep the facilities interiors clean and safe; they are responsible for set-up and clean up of special events as well as their daily duties of maintaining floors, restrooms, and office spaces. The shipping and receiving clerk maintains the continuity of products coming in and out of the campus the position is responsible for the checks and balances provided within our BANNER system; which assures us that we have the correct products. The grounds equipment/automotive mechanic maintains the fleet of grounds equipment and does the basic work on fleet vehicles.

Future Development:

Cerro Coso Community College is undergoing several building modernization projects. Through the guidance and “consultation” process provided by our KCCD Facilities Office we were able to get needed funds identified for both long term and short term projects. Large projects that have been in the process for a couple of years are now becoming real and tangible. Small projects that have been identified are going forward for funding. Future projects are in consultation process and are moving forward.

Required Resources:

With our modernization projects in full swing and new buildings that have been completed in the past 5 years we are very understaffed.

The following represent areas of need for Maintenance and Operations

Custodial: (IWV Campus) Restore full time custodian on the 3rd floor of main bldg.

Add full time custodian to the Occupation Labs which is being increased in Assignable square footage.

(ESCC) make the current 19 hour FLB custodian’s full time. This request is based on anticipated growth.

(KRV) make the current 19 hour FLB custodian full time. This request is based on anticipated growth.

Grounds Workers: (IWV Campus) Restore one full time Grounds worker. With 320 acres to take of; It would be vital to our grounds crew to have some help.

(ESCC) Based on anticipated growth add a full time grounds worker to maintain and add to the landscaping.

Maintenance: (IWV Campus) Add a full time skilled craftsman to our staff, with additional square footage being planned and new equipment being installed we should have someone to take of it.

(ESCC) As these buildings continue to age and anticipated growth it is very important that we add a skilled craftsman to maintain these buildings.

Automotive: (IWV Campus) As our vehicles both grounds and fleet continue to age and grow; it’s important that we restore our Mechanic position to full time.

Shipping and Receiving / Clerical: (IWV Campus) It is important to maintain consistency through out the S/R process as well as keeping our records and support up to date.

Equipment: We will need to draft a plan to replace old and outdated Custodial and Grounds Equipment.

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Program Description:

The Maintenance and Operations department's role is to maintain the facilities infrastructure which provides for a reliable physical plant and utilities as well as grounds and equipment. The Indian Wells Valley campus consists of ten major buildings, and is located on 320 acres of land. It has approximately 360,000 square feet of assignable space. Eastern Sierra Campus Center consists of two building located in Bishop and Mammoth together they have approximately 45,000 square feet of assignable space, Kern River Valley site consists of a leased building, South Kern site located on Edwards Air Force Base and California City. (Child care)

The Maintenance Department at the IWV location consists of a Manager, two grounds keepers, one plant engineer, one maintenance worker, five custodians all of which are full time employees; 19 hour flexible limited benefit department assistant III / shipping and receiving clerk, a 19 hour flexible limited benefit grounds equipment/automotive mechanic. Eastern Sierra Campus Center (Mammoth) we have 19 hour flexible limited benefit custodian. Eastern Sierra Campus Center (Bishop) we have full time Site Operations Coordinator. Kern River Valley we have one 19 hour flexible limited benefit custodian. South Kern we only maintain the Child care facilities with one 19 hour flexible limited benefit custodian.

The grounds keepers are responsible for maintaining all of the exterior grounds which include baseball, softball, and soccer fields as well as a complex irrigation system, they trim trees; take care of fountains; and many other duties related to the grounds.

Our plant engineer is responsible for maintaining the physical plant which includes all of the HVAC, Security systems, electrical, plumbing for all locations he is very mobile.

The maintenance worker serves in a wide capacity he is tasked with painting, locksmith, moving furniture, helping with various set-ups and tear downs he also travels to all sites.

The custodians work to keep the facilities interiors clean and safe; they are responsible for set-up and clean up of special events as well as their daily duties of maintaining floors, restrooms, and office spaces.

The department assistant III/ shipping and receiving clerk maintains the continuity of products coming in and out of the campus the position is responsible for the checks and balances provided within our BANNER system; which assures us that we have the correct products.

The grounds equipment/automotive mechanic is responsible to maintain the fleet of grounds equipment and does the basic work on fleet vehicles.

Summary of Past Year:

The Maintenance department has made some progress updating some of facilities using “scheduled maintenance” monies, such as new piping for the East wing HVAC systems, kitchen lighting, security systems, upgrading software for energy management systems. These are just a few of the completed projects we have many more and the work continues to progress as money becomes available.

Our custodial staff has changed out products and supplies to try to completely go to “GREEN” on all of our sites. This is ongoing and progressing well but we still have work to be completed to get there.

Grounds continues to work through issues with irrigation systems that are now computerized, with the Plant Engineers guidance and the return of full time permanent staff we should be able to maintain this system in a manner that will continue to save much needed funds for other projects.

Required Resources:

With our modernization projects in full swing and new buildings that have been completed in the past 5 years we are very understaffed.

The following represent areas of need for Maintenance and Operations

Custodial: IWV Campus restore full time custodian on the 3rd floor of main bldg.

Add a full time custodian to the Occupation Labs which is being increased in assignable square footage.

Add a full time custodian to the LRC.

ESCC (Mammoth) make the current 19 hour FLB custodian’s full time, or change the job title to allow this position more duties.

ESCC (Bishop) add a 19 hour FLB custodial position, this will free up the Site Operations Coordinator to maintain more of the building side of ESCC.

KRV make the current 19 hour FLB custodian full time. This request is based on anticipated growth.

Grounds Workers: IWV Campus restore one full time Grounds worker.
With 320 acres to take of it would be vital to the grounds crew to have some help.

ESCC based on anticipated growth add a full time grounds worker to maintain and add to the landscaping.

Maintenance: IWV Campus Add a full time skilled craftsman to our staff, with additional square footage being planned and new equipment being installed we should have someone to take of it.

ESCC as these buildings continue to age and anticipated growth it is very important that we add a skilled craftsman to maintain these buildings.

Automotive: IWV Campus as our vehicles both grounds and fleet continue to age and grow; it's important that we restore our Mechanic position to full time.

Shipping and Receiving / Clerical: IWV Campus it is important to maintain consistency throughout the S/R process as well as keeping our records and support up to date. We should restore the S/R clerk and add a full time clerical support.

Equipment: We will need to draft a plan to replace old and outdated Custodial and Grounds Equipment as well as fleet vehicles including service trucks.

Future Development:

Cerro Coso Community College is undergoing several building modernization projects, through the guidance and "consultation" process provided by our KCCD Facilities Office. The modernization will displace staff and students as well as classroom space. With the cooperation of all involved this process should have minimal impact for our students.

We have several large projects that have been in the process for a couple of years are now and are becoming real and tangible.

Small projects that have been identified are going forward for funding. Future projects are in consultation process and are moving forward.

Maintenance and Operations Unit Plan

1. Mission:

The mission of the Cerro Coso Community College Maintenance and Operations Department is to provide a safe, secure, and clean environment.

2. Program and Services Description:

The Maintenance and Operations departments' role is to maintain the facilities, infrastructure and provide a reliable physical plant. The college consists of five campuses spread across 18,500 square miles. The department services 15 buildings consisting of approximately 280,000 square feet.

The college wide maintenance staff consists of:

Maintenance and Operations Manager (I WV)

1. Full-time Plant Engineer (I WV) 1. Full-time Maintenance worker (I WV)

2. Full-time Grounds workers (I WV) 5. Full-time Custodians (I WV)

1. Full-time Site Operations coordinator (ESCC Bishop & Mammoth)

2. 19 hour per week Custodians (KRV / ESCC Mammoth)

1. 19 hour per week Receiving Clerk/Assistant (I WV)

1. 19 hour per week Automotive Mechanic (I WV)

1. 19 hour per week Custodian (Cal-City)

3. Closing the loop:

As a result of the passage of a Measure G bond (SRID) money has been made available to assist in completing scheduled maintenance projects. Use of the funds has allowed the department to make improvements that would otherwise have been further delayed due to funding difficulties. Examples include new chiller on east wing, security system