



Position Description

Position: Director, Facilities and Construction	Position Number: M-_____
Department/Site:	FLSA: Exempt
Evaluated by: Vice President, Finance and Administrative Services	Salary Range: _____

General Description

Under the direction of the Vice President of Finance and Administrative Services, provides professional leadership for the planning, development and management of all District facilities as well as general management and supervision for all related operations (facilities, maintenance, grounds, and custodial). The Director will work closely with senior management and staff in support of the overall mission of the District. The Director will plan, supervise, and direct personnel and budget for the construction, maintenance, and safety of all existing and proposed facilities.

Essential Duties and Responsibilities

- Takes a significant leadership role in the development and implementation of the District Master Plan.
- Identifies opportunities and develops plans for new capital construction projects through the planning process and assists in the development of funding for such projects (i.e., through state process, bond measure, and/or private sources). Manages the District's capital outlay program and is responsible for the State's Five Year Construction Plan and the facilities space inventory.
- Manages all major capital construction projects. Serves as the main liaison between the architect, construction manager, District management and program staff to ensure that projects are on time and in budget. Serves as liaison with the College Foundation in the capital campaign for the College Capital Programs.
- Manages the plans, design and construction activities associated with scheduled maintenance, remodels and renovations. Prepares bills of material and labor for cost estimates. Exercises leadership in campus beautification efforts.
- Provides leadership, supervision and evaluations for classified employees and supervisors in the above mentioned operations.
- Develops and manages the hazardous materials control program locks/keys and Smart Card program, ACT 100 work order system, and fire alarm and intrusion system.
- Provides oversight for District facilities rental program.
- Assists departments in bid plans for major renovations and directs the preparation of bid specifications and bid documents, analysis of bids, and recommendations for bid awards.
- Develops and implements approved energy management systems for the District.
- Develops and implements safety training sessions for department-wide personnel.
- Develops and implements maintenance programs for all vehicles, equipment, and building service installations, including the coordination of contracts with outside service providers.



Position Description

- Serves on a variety of District committees as requested.
- Performs related work as required.

Minimum Qualifications

- Possession of a Bachelor's degree in an appropriately related discipline **AND**
- Minimum of five years of demonstrated effectiveness as a leader and manager with significant responsibility for facilities planning and maintenance in a higher education (or related) environment.

Preferred Qualifications

- Master's degree in facilities management, architecture, construction management engineering, business administration, management or a closely related field.
- Experience in physical planning, architecture, engineering or related field.
- Comprehensive knowledge of overall physical plant operations including budget management and human resources management.
- Ability to understand and appreciate the academic mission of the college, and have a strong customer service focus.
- Excellent interpersonal and communication skills combined with strong leadership, organization and coordination skills to effectively work on campus projects with all levels of the District (students, faculty, management, and staff) and Chancellor's Office representatives, governmental representatives, contractors, vendors, architects, and the general public.