



POSITION DESCRIPTION

Director of Facilities and Construction

Position Director of Facilities and Construction
Department/Site Administrative Services
FLSA Exempt
Evaluated by Vice President of Finance and Administrative Services
Salary Range M-65

General Description

Under the direction and supervision 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.

This is a 12-month classified management position.

Essential Duties and Responsibilities

- Takes a significant leadership role in the development and implementation of the District Facility 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, work order system, and fire alarm. .
- 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.
- Serves on a variety of District committees as requested.
- Communicates District policy and administrative decisions to division personnel and students.



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- Administers the collective bargaining agreements among the District and the classified union.
- Creates an atmosphere of collegiality and support the goals of participatory governance.
- Serves in the selection and evaluation of division personnel.
- Resolves conflict.
- Insures compliance with local, state and federal regulations.
- Prepares and monitor budget for all assigned programs.
- Supervises and evaluates personnel in assigned areas.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Minimum Qualifications

- Possession of a bachelor's degree.
- 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.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of ability to work effectively as a member of the administration team.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex administrative department responsible for implementation of state and federal regulations.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.