

## Chief Facilities Planner

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials & Administrators	Contract Administrator	Contract	02/01/07	Management	1 of 2

### DEFINITION:

The Chief Facilities Planner manages and oversees all phases of facilities development in the college district from the initiation stage through planning, design, project management, and oversight of the construction for projects funded by bond measures.

### DISTINGUISHING CHARACTERISTICS:

A **Chief Facilities Planner** leads the Facilities Planning, Modernization & Development Services for all construction related projects.

A **Director of Facilities** is responsible for district-wide facilities maintenance and oversees the work of lower level managers, supervisors and staff in buildings and grounds area at the colleges. This position reports to the Vice Chancellor for Administrative Services.

A **Project Manager** is responsible for coordinating the work of architects, engineers, contractors, and other affiliated construction vendors in the Facilities Planning, Modernization & Development Services. This position reports to the Chief Facilities Planner.

### THE CHIEF FACILITIES PLANNER IS PRIMARILY RESPONSIBLE FOR THE FOLLOWING ACTIVITIES:

Serves as the technical advisor to the Chancellor on matters related to construction bonds, facilities projects, and related issues.

Leads strategic and long-range facilities planning for new construction and improvement projects throughout the college district to ensure implementation of approved plans.

Develops and recommends construction policies, procedures, and goals for review and approval by the Chancellor.

Works with District and College senior management teams to ensure development of facilities master plans, capital outlay projects, and scheduled maintenance projects as they relate to the bond.

Manages and evaluates the overall project schedule, scope, risk and budget district-wide to ensure projects are within scope and budget and on schedule.

Directs district's facility projects, including plans and specifications, bid documents, contract awards, construction change orders, and contract completion acceptances.

Prepares and administers the District's facilities planning and construction budgets.

Develops, analyzes and presents planning data to assist the Presidents, and Chancellor in conceptualizing new centers, colleges and facilities.

Advances and implements energy conservation strategies for retrofitted, remodeled or new facilities.

Serves as the interface for the District with local, state and federal agencies and with related business representatives and community members.

Ensures continuous improvement of facilities planning through reengineering, assessment of best practices, input from users and customers, and application of new technologies and solutions.



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Represents the District at meetings with local public agencies, business organizations, community groups and others.

Directs the work of Facilities Planning, Modernization & Development Services Department staff members.

Performs such other duties assigned or delegated by the Chancellor.

**REPORTING RELATIONSHIPS:**

The Facilities Planning, Modernization & Development Services Department reports directly to the Chief Facilities Planner. The Chief Facilities Planner is directly responsible to the Chancellor.

**MINIMUM QUALIFICATIONS:**

Eight years increasingly responsible experience in architectural/ engineering design, construction management, or facilities planning with at least five years experience in a senior supervisory or managerial position managing multiple construction projects.

Bachelor's degree from an accredited college or university with a major in engineering, architecture, public administration, business management, or closely related field.

Sensitivity to and understanding of diversity in the workplace and educational environment.

**DESIRABLE QUALIFICATIONS:**

Experience in facilities planning and construction for education and/or government projects is preferred.

Proven record of successful delivery of large (\$10M+) concurrent construction projects is preferred.

Effective oral and written communication skills.

Past experience directly supervising a facilities project management staff.

Project Labor Agreement experience.

A master's level degree in a related field is preferred.

**Actions:** This classification was adopted by the Governing Board 01/31/07.