

**DIRECTOR OF CONSTRUCTION OPERATIONS**

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Executive/Administrative/ Managerial	Management/ Supervisory	M9	04/01/09	Management	1 of 3

**DEFINITION:** The Director of Construction Operations assists the Chief Facilities Planner in the management, supervision, and execution of all engineering, design, and construction required to support the Capital Improvements Program of new construction and renovation projects for the District. These responsibilities include supervision of staff project managers responsible for various professional services and construction contracts. Responsibilities require coordination and liaison with District and College Departments, the Division of the State Architect's Office, other State Agencies, consulting professionals and construction firms.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:** Duties/essential functions may include, but not be limited to, the following:

- Supervises and evaluates staff and professional consultants in the development and execution of capital improvement renovation and construction projects to ensure that the colleges receive modern, safe, and efficient facilities that are conducive to their needs. This includes providing effective design and construction contract administration during all project phases, and assisting the end user during the transitional period from substantial completion through occupancy, close out, and post-project evaluation.
- Provides high level technical and management competence across the range of skills required for effectively managing large capital improvement projects.
- Provides professional advice and consultation to other staff professionals regarding office policy, procedures and standards, codes and regulations. Develops office standards regarding production and coordination of design and construction team responsibilities.
- Meets with and evaluates the requirements of other client and in-house departments in order to provide and install up-to-date communication, video, data and security systems that will best serve the end user's needs.
- Establishes and maintains a District Design Standards library to support reduced construction and operations costs by standardizing facility systems configuration management District-wide.
- Manages and reviews the development of planning documents, project budgets, drawings and specifications, contract provisions, and project management tools required to support the program.
- Develops architectural projects; prepares design, bid, contract and budget documents; follows projects through construction completion with special regard for compliance with program and budget requirements. Aids in the preparation of the professional services and construction contracts.
- Analyzes proposals to ensure completeness and appropriateness. Represents the District in negotiations with consultants, government agencies and contractors.
- Monitors progress of construction activities and uses scheduling systems to evaluate the progress of activities.
- Reviews and approves design and construction schedules and schedules of values for compliance program schedules and contract documents.
- Manages Construction Contingency Fund consisting of several hundred thousand dollars.
- Participates in the evaluation of potential consultants and/or contractors.
- Reviews and interprets building codes and other regulatory requirements relating to project work.
- Supervises personnel that work directly with Architects and Engineers, and participates in meetings with various committees and individuals in the development of plans and specifications.

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Ensures that the new projects meet all the requirements of the plans and specifications and other contract documents.

- Establishes an effective Change Order and Contract Modification Control procedure.
- Obtains cost estimates so that appropriate evaluation can be made as to the worthiness of the proposed change(s).
- Prepares or provides guidance on the preparation of the more complex and/or controversial contract modifications and claims. Compiles and analyzes material pertaining to changes and claims: i.e., original contract plans and specifications, previous modifications, payment estimates, working cost estimates, findings of fact, and data prepared by field personnel.
- Plans and assigns work of subordinates, sets and adjusts priorities, and prepares schedules.
- Prepares or oversees the preparation of various reports, graphs, charts, critical path method schedules, and forms. Monitors data input regarding schedules, budgets, encumbrances, and expenses in program management databases and spreadsheets.
- Supports and promotes equal opportunity within the District and the Department.
- Performs related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Technical knowledge and management skills required to execute design and construction projects from concept to close out; broad-based knowledge of all phases of commercial building design, construction, and maintenance; design and operation of building systems; construction contract document preparation and administration; specification writing and interpretation; construction budgeting and control; quality control; strong communication skills; and a basic understanding of current federal, state, and local environmental rules, regulations, building codes, and labor laws; operations of engineering, architectural, and construction firms, and risks associated with various project and contract types; scheduling concepts and software using critical path method concepts; sustainable design and construction concepts to include building and mechanical systems, energy efficient systems, and energy conservation and management systems.

**Ability To:**

Provide leadership and direction of staff to ensure successful project execution. Must have strong leadership qualities in order to effectively lead the efforts of the construction team by promoting and ensuring the positive interaction between all stakeholders and contractors. Direct and coordinate the activities of multiple professional consultants as they pursue various projects and studies. Ability to plan, coordinate, and schedule multiple projects simultaneously involving a number of college and project sites and contractors, project, construction and inspection staff personnel. Review drawings and specifications for capital projects prepared by architectural firms. Ability to review projects during all phases of design with special attention to sustainability concepts and future ongoing maintenance and operations costs. Must have the ability to identify and implement creative solutions to problems in order to stay within budget guidelines. Ability to base decisions on sound architectural and construction processes and procedures, aesthetics, program standards, budgets, and building and life safety codes. Ability to process and evaluate a large amount of data and detail to solve complex problems associated with building renovation and new construction projects. Examples include evaluation of different design solutions, substitution of materials, rescheduling of projects, locating of alternative processes, etc. The solving of problems requires the individual to be creative and imaginative. Must recognize and be able to relate to the formal and informal organizational and functional structures of all departments.

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The position requires good communication skills (written and verbal) In order to convey knowledge necessary for performance of duties. In addition, the ability to maintain ongoing positive working relationships with a variety of employees and outside contractors is necessary. The ability to organize, prioritize and perform under pressure.

**Education/Training:**

Bachelor's degree in Engineering or Architecture with additional formal courses in business organization and management. Advanced degree preferred.

**Experience:**

Minimum of 10 years experience in planning and supervising the successful completion of major construction projects for large non-residential public works, commercial, industrial or educational facilities. Must possess or be eligible for professional registration.

Minimum 5 years experience managing multiple projects from concept to close out.

Minimum 3 years supervisory experience managing 3 or more architects or engineering construction professionals.

Experience with management of other construction project contract types, including indefinite quantity, design-build, and time and material contracts.

Training and/or experience with computer aided design and construction scheduling software preferred.

**License/Certification:** A valid Class C California Driver's License.

Adopted: 4/1/09