

DIRECTOR OF FACILITIES AND CONSTRUCTION

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials/Administrators	Management	M9	01/28/04	Classified Administrator	1 of 2

DEFINITION: Under general administrative direction of the Vice Chancellor of Facilities and Operations, plans, organizes and administers a comprehensive District-wide facilities maintenance and planning including improvement, modification and construction of facilities. Oversees the work of lower level managers, supervisors and facilities personnel. Manages and evaluates the work of assigned managers, supervisors and staff in conformance with appropriate policies and procedures. Carries out complex projects and special programs.

DISTINGUISHING CHARACTERISTICS: The Director of Facilities and Construction serves as a department head over the major functions of facilities maintenance and planning and assists the Vice Chancellor. The Vice Chancellor of Facilities and Operations has the overall responsibility for facilities maintenance, capital planning, facility bond activities and police services.

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

- Provides vision and leadership for a diverse, dynamic and innovative facilities staff and program.
- Plans, organizes, develops and recommends facility and planning policies, procedures, priorities and short and long-range plans for all District facility needs pertaining to maintenance, scheduled maintenance, remodeling, expansion, improvements, energy use and construction.
- Ensures that short and long-range facilities planning activities are performed in conjunction with local, State and Federal agencies or organizations so that District facilities can effectively and efficiently accommodate students and programs that need to be served.
- Assists the Vice Chancellor in performing research and analysis in the development of facilities planning data.
- Provides assistance to managers, faculty, staff and students on building and college facilities planning, including the development of project specifications and equipment needs for projects and in coordinating the planning functions with the project architects and engineers.
- Assists the Vice Chancellor in the preparation, coordination, development and maintenance of the District Facilities Master Plan.
- Prepares and submits State required plans, applications and reports regarding scheduled maintenance and construction projects.
- Assists the Vice Chancellor in serving as a District liaison to local, State and Federal facility planning agencies, architects, engineers, technical and financial consultants, legal counsel, inspectors and contractor representatives related to facilities planning, approvals, funding, construction and maintenance.
- Plans, organizes, coordinates and manages assigned facility projects, including plans and specifications, bid documents, contract awards, project management, construction, change orders and contract completion acceptances.
- Establishes and maintains accurate facilities inventory and historical records required for maintenance and construction programs.
- Plans, organizes, develops and administers budget processes and expenditure control for assigned planning, construction and maintenance projects and programs.
- Coordinates the District's energy conservation program with emphasis on cost saving opportunities and application of new technology.
- Participates in the hiring of assigned managers, supervisors and staff.
- Assists in the training of assigned managers, supervisors, and staff.
- Evaluates assigned managers, supervisors and staff.
- Serves on college and District committees as assigned.
- Responds to and seeks resolution of complaints arising from assigned program area activities, including participating in the process of collective bargaining contract grievances.
- Supports a climate that promotes innovation and improved facilities service to students, staff and the community.
- Manages and participates in the continued evaluation and improvement of the facilities and planning



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functions of the District.

- Employs appropriate techniques and strategies to resolve disputes and to enhance communication and cooperation among the members of the college and District communities.
- Interprets and analyzes appropriate laws, policies, rules and procedures to determine impact on assigned facilities programs and functional areas and oversees compliance and reporting strategies.
- Travels throughout the District in carrying out responsibilities and functions.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of: Computer-based technology for management of facilities maintenance programs and functions; principles and practices of administrative organization and management, planning, supervising and evaluating the work of others, employee motivation and training; applicable Federal, State, and local laws and regulations as they relate to a comprehensive facility maintenance, construction, operations and planning program; equipment, materials and supplies commonly utilized in the maintenance and repair of educational facilities, offices and equipment; safe working conditions and safety regulations and guidelines pertaining to facility maintenance and construction projects and activities; complex business level English usage, spelling, grammar and punctuation; modern office tools such as computers and printers; typical modern office computer software programs such as word processing, spreadsheets, presentation programs and databases; report and presentation writing.

Ability To: Organize, implement and direct complex management activities in the areas of facilities maintenance, construction and planning; make appropriate judgments and decisions weighing the relative costs and benefits of potential actions; perceive when important changes are needed in the delivery of services or in the management of assigned programs; effectively communicate orally and in writing; use personal computers utilizing various software applications (i.e., word processing, spreadsheet, presentation programs and database management) including the Internet; work effectively with managers, faculty and staff in a participatory and collaborative environment to accomplish the goals and objectives of the assigned facilities, construction and planning projects and programs; effectively supervise, direct and evaluate the work of assigned managers, supervisors and staff; learn and adhere to the terms of the various collective bargaining agreements; prepare, interpret and work with plans, specifications, schematics, diagrams and drawings; communicate effectively and constructively with persons of diverse cultures, language groups, and abilities; demonstrate sensitivity to and ability to work with the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, faculty, and staff, including those with disabilities; establish and maintain effective working relationships with those contacted in the course of work.

Education/Training: Equivalent to at least an earned BA/BS degree from an accredited college or university with a major in engineering, public administration, business management, facilities or construction management, architecture or a closely related field.

Experience: Equivalent to at least five years of full-time management experience overseeing such activities as architectural or engineering design and construction management, or facility maintenance and planning in a large public or private agency.

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

Desirable Qualifications: An earned MA/MS from an accredited college or university in engineering, public administration, business management, facilities or construction management, architecture or a closely related field.

Actions: Newly created classification adopted by the Governing Board on 02/27/02. Amended 01/28/04, M.S.C. 3.1.5