

**FACILITIES AND CONSTRUCTION SPECIALIST**

**DEFINITION**

To prepare and write technical project specifications, bid requests, plans, surveys, environmental compliance and other technical reports related to facilities planning and construction; to coordinate environmental health and safety compliance activities for the District; to assist in construction project management; and to perform related duties as required.

**DISTINGUISHING CHARACTERISTICS**

Incumbents in this class perform a variety of technical duties related to technical writing, planning, environmental compliance, construction project management, and other activities in support of facilities, construction and planning activities within the District. Incumbents regularly use significant independent judgment and discretion in the performance of duties and frequently relate with managers throughout the District and in other agencies.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director of Facilities and Planning and functional supervision from the college assigned Buildings and Grounds Manager where appropriate. Exercises technical and functional supervision over hourly classified employees and student assistants.

**EXAMPLES OF DUTIES**

Essential duties may include, but are not limited to, the following:

Prepare, write, and assist in the development of construction plans, bid requests, and detailed specifications for new and remodel projects; prepare compliance documentation and reports related to engineering, facilities, and capital outlay project proposals.

Revise and oversee publication of facilities and maintenance service guide.

Plan, organize, and monitor environmental health and safety regulatory compliance activities for all district college campuses, off-site locations and the District Office; coordinate activities and act as liaison with insurance provider, EPA, Health Department, OSHA and similar regulatory agencies.

Conduct audits and prepare surveys of College and District office building and facilities as required for compliance with various laws and regulatory agencies.

Prepare and submit reports and coordinate remediation activities related to facilities inventories, the Americans with Disabilities Act, state and federal hazardous materials compliance requirements, Department of Agriculture herbicide and pesticide reports and compliance, extremely hazardous materials permits, fire and life safety systems, equipment and building safety, college automobile fleet smog certification, energy management, utility tracking, and other related environmental and facilities maintenance activities.

**FACILITIES AND CONSTRUCTION SPECIALIST****2****Examples of Duties** (continued)

Maintain, modify, and prepare and submit specific plans, documentation and reports in compliance with specific federal, state and local requirements related to building projects, environmental health and safety compliance, and related issues.

Develop, coordinate and present environmental compliance training to District employees as required by law or policy; monitor compliance and assure cooperation of building and grounds managers, business managers, instructors and others to maintain compliance and certifications as required by regulatory agencies.

Assist in coordinating, monitoring and project management of District construction projects.

Supervise technicians, student assistants and others who prepare drawings using CAD programs, and perform other duties related to the preparation, maintenance, and distribution of drawings, plans, facilities files, and other information.

**MINIMUM QUALIFICATIONS**Knowledge of:

Applicable federal, state, and local health, safety and environmental laws and regulations related to facilities, construction, operations, and planning.  
Proper handling, transport, storage, and disposal of hazardous materials.  
Basic principles, practices and techniques of construction project management, project tracking and reporting, including construction cost estimating.  
Building construction materials and methods.  
Disaster response techniques and strategies.

Ability to:

Plan and conduct technical training sessions related to environmental health, safety, and regulatory compliance.  
Write complex technical reports, bids and specifications.  
Monitor regulatory compliance activities.  
Understand and comply with complex and highly technical rules and regulations.  
Conduct building audits and surveys related to various compliance programs.  
Select, train, and supervise technicians and student assistants.  
Make presentations before groups.  
Communicate and maintain liaison relationships with regulatory agencies, contractors, managers, instructors, and others.  
Establish and maintain effective working relationships with those contacted in the performance of duties.  
Communicate effectively both orally and in writing.

**FACILITIES AND CONSTRUCTION SPECIALIST****3**

Ability to: (continued)

Provide accurate and complete information as requested.

Reason logically, draw valid conclusions, and make appropriate recommendations.

Use a computer to create inventories, documents, construction estimations, project plans, reports, designs, drawings, and to access and update records and files.

**Experience and Education**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and skills would be:

**Education:**

Equivalent to a Bachelor's degree with course work related to environmental studies, planning, physical sciences, engineering, architecture, or closely related field.

**Experience:**

Three years of responsible experience assisting, directing, or coordinating major capital construction or remodeling projects. Experience must include responsibilities for writing technical reports and coordinating regulatory environmental compliance activities.

**License:**

Possession of a valid California driver's license.

**PHYSICAL DEMANDS**

Physical characteristics: (with or without the use of aids):

- Demonstrates ability to enter and edit pertinent data on computer terminals
- Demonstrates sufficient vision to read all printed materials including computer screens and electronic displays. Demonstrates sufficient near and distant vision to perform the essential duties of this position.
- Demonstrates sufficient hearing to conduct face to face and telephone conversations.
- Speaks in an understandable voice with sufficient volume to be heard within a normal conversation distance, on the telephone, and in addressing groups
- Demonstrates ability to transport self to all facilities in the District including enclosed areas of construction, buildings, and on even and uneven surfaces.
- Occasionally lifting and/or moving up to 25 pounds.
- Demonstrates the physical, mental, and emotional stamina to perform the duties and responsibilities of the position.

**WORKING CONDITIONS**

This job involves some field work, which includes driving, entering enclosed areas of buildings and construction sites, as well as office work. Environment is generally clean although occasional exposure to conditions such as dust, fumes, odors, or noise will occur. A video display terminal is used on a regular basis.

(To Board 6/26/96)