

## **DIRECTOR, FACILITY PLANNING, CONSTRUCTION AND SUPPORT SERVICES**

### **CLASS SUMMARY**

Directly responsible to the Assistant Vice Chancellor, Facility Planning & District Construction & Support Services, for leadership and administration in the areas of planning, design, bid preparation, construction delivery, maintenance, grounds keeping, custodial services and the day to day operations of the department. Supervises and evaluates staff assigned to the department and performs related duties as assigned.

### **SPECIFIC RESPONSIBILITIES**

Direct, administer and supervise the planning, design, bid preparation and construction execution of a wide array of projects and activities concurrently; assure projects are in compliance with district standards applicable laws, codes, rules and regulations; supervise staff, consultants, programs, construction and support services to ensure projects and activities are delivered in an effective, timely and responsible manner; interface with contractors or other professional consultants to resolve disputes through proper communication, negotiation and contract conformance review; assist in developing and implementing procedures and business practices related to facilities planning, design, contracting, bidding and construction, safety, fiscal budget management, cost controls, scheduling and other project management or department tools as needed; establish and evaluate district standards for materials, equipment, systems, and or other as deemed appropriate and necessary; review, develop, monitor and administer a variety of professional consultant, vendor and contractor contracts and assure compliance with provisions outlined in contracts; advise the Assistant Vice Chancellor on Board agenda items and management issues affecting the department and or projects; review systems and information to determine best practices, best products and applications as well as other technologies that may maximize the efficient use of resources.

Responsible for the day-to-day supervision and evaluation of staff assigned to the department, coordinate and assign work; oversee and manage the execution of essential duties related to facilities, maintenance, ground keeping and other services or projects in support of the District's Strategic Comprehensive Plan, Facility Master Plans, and other goals and objectives; assure the timely preparation, maintenance and distribution of various reports and records as required by federal, state, local and district regulations or as required by the district; participate in developing long range and strategic plans for facilities and operations; determine the need for scheduled maintenance and assist in preparation of plans; work collaboratively with college campuses and other facility sites to evaluate and assess condition needs and develop appropriate budgets, scope of work, and recommendations for delivery to ensure work is completed in a timely and cost efficient manner; attend a variety of meetings and participate in district-wide meetings as required; provide operational leadership to the district and other staff and consultants in the areas of facilities, planning, construction, maintenance, grounds keeping and custodial services.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Bachelor's degree in engineering, architecture, construction management or other related field; and eight years of increasingly responsible management experience in facilities planning and construction. Demonstrated experience in managing local bond and state funded projects is preferred. Experience working in a California

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community college facilities management position is preferred. Possession of a valid California driver's license is required.

Knowledge and Abilities

Knowledge of:

Principles of management, supervision and public administration; local, state and federal laws governing construction of facilities; Public works bidding process and applicable laws; building codes; construction delivery methods; building methods and materials; low voltage systems and other digital or network control systems; Division of State Architect requirements and building codes, and other agency requirements for facility planning and construction; safety practices required to comply with various safety and hazardous materials training requirements.

Ability to:

Communicate effectively orally and in writing with diverse constituencies within and outside of the district; Read, interpret, and evaluate construction plans and specifications, including laws, policies, regulations and contracts; Administer multiple projects simultaneously; Evaluate the quality of work performed by outside professionals and contractors ; Ability to utilize CADD system and utilize drawings and plans in the California State Chancellor's Office facility database maintenance system; Drive a vehicle to conduct work and visit multiple facilities and active construction sites