



## Director, Facilities Planning, Emergency Management & Construction

Management Range: 21

Board Approved: 5/14/2020

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Under the direction of the appropriate administrator, the Director, Facilities Planning, Emergency Management & Construction manages all District functions associated with facilities planning and construction; local bond, capital outlay and deferred maintenance programs and projects; hazardous materials; environmental health; safety; and energy conservation. Develops related funding strategies and requests. The Director, Facilities Planning & Construction is responsible for formulating and administering District policy associated with each function and providing contract administration and support to the colleges. Activities include, but are not limited to planning, organizing, staffing, directing, and controlling personnel and resources.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Formulates and administers policies and procedures related to facilities planning and construction.
2. Manages and conducts research, development, and implementation of annual goals and objectives in support of the District's objective and strategic planning priorities, including plans for future facilities development.
3. Works with administration and appropriate committees to identify facility's needs; oversees construction projects; prepares and manages the Five-Year Construction Plans and other documents required by the State Chancellor's Office.
4. Directs and oversees the District's energy conservation, environmental and occupational health, safety, emergency management and loss control management programs.
5. Coordinates the District's local bond program in cooperation with the College Presidents, Vice Presidents and other administrators, bond program consultants, attorneys, and other professionals.
6. Assumes responsibility for legal, insurance, financial and other services, as assigned, related to facilities planning and construction. Coordinates all leasing activities for the District's real estate portfolio with brokers, leasing agents and property managers.
7. Pursues and oversees tenant approval process for leasing office/building space.
8. Directs the development and implementation of the Districtwide Security Plan, Sustainability Plan, and Environmental Health and Safety Plans. Oversees and evaluates the effectiveness of the District's emergency preparedness and response program.
9. Develops and implements strategies for acquiring State funding for capital outlay and campus development projects.



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10. Works with architects to develop specific building projects. Submits State Capital Outlay Budget Change Proposals each year; works with facilities specialists in the State Chancellor's Office and DSA to monitor the progress of proposals.
11. Prepares annual Space Inventory lists for the campuses and all District facilities in compliance with the State Chancellor's Office reporting requirements.
12. Updates the State FUSION system, as necessary, to ensure the accuracy of District projects and facilities.
13. Manages design, bid, and construction phases for approved projects, including coordination of projects with and between contractors, architects, engineers, equipment, vendors, and facilities staff. Maintains blue prints, build plans, and other construction records. Directs, understands and negotiates lease agreements and contracts.
14. Manages and monitors project schedules, budget and change orders; collects related data and prepares reports and analyses; ensures project scopes and schedules are in accordance with Public Contract Codes, Campus, and District policy and procedures.
15. Manages the State Scheduled Maintenance Program, from application through implementation.
16. Manages other facilities-related projects such as, but not limited to, hazardous materials removal; Department of Energy and other energy conservation projects; developments of specifications, bids and contracts; and submission of reimbursement claims to the State.
17. Serves as liaison with the State Chancellor's Office and other governmental agencies, architects, engineers, etc., regarding construction planning and management, construction and facilities management.
18. Assumes responsibility for District compliance with Federal, State and local governmental requirements regarding facilities, environmental health and safety, energy conservation, Federal and State building and fire codes, health, safety and other facilities-related regulations pertaining to the maintenance of District and college facilities. Prepares and maintains records, reports and applications as required by governmental agencies and the State Chancellor's Office.
19. Manages maintenance and operations for District Office facilities; develops and administers related departmental budgets.
20. Manages, supervises and evaluates assigned personnel; participates in the selection process of personnel in the Facilities Planning & Construction Department.
21. Interfaces with contractors or other professional consultants to resolve disputes through proper communication, negotiation and contract conformance review.
22. Establishes and evaluates District standards for materials, equipment, system, and other items as deemed appropriate and necessary.
23. Develops long range and strategic plans for facilities and operations.
24. Works collaboratively with college campuses and other facilities/sites to evaluate and assess condition needs and develop appropriate budgets, scope of work, and recommendations for delivery to ensure work is complete in a timely and cost efficient manner.



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25. Provides operational leadership to the District and college staff and consultants in the areas of facilities planning, construction, maintenance, grounds keeping and custodial services.
26. Oversees the district-wide sustainability and zero-net energy initiatives with the State Chancellor's Office, college administration, and leasing agents in the acquisition, planning, permitting, construction, and operation of District owned investment properties.
27. Assumes additional managerial duties as appropriate to the position; performs other duties as assigned.

### **QUALIFICATIONS**

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The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

#### **Knowledge of:**

- Operational characteristics, services, and activities of facilities planning and construction programs.
- Principles, practices, method and procedures of facilities planning and construction project management; capital improvement; facilities bond programs and financing; and public contracting.
- State capital planning standards.
- Building technologies, complex building design and construction standards and issues.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations relating to construction, health, fire codes, safety energy conservation, hazardous materials, the American Disabilities Act (ADA) and other related facilities issues.
- Public works bidding process and applicable laws.
- Building codes; construction delivery methods; building methods and materials;
- Principles, practices and procedures of Division of State Architect (DSA) requirements.

#### **Ability to:**

- Oversee and participate in the management of a comprehensive facilities planning & construction management program and activities.
- Oversee, direct, and coordinate the work of lower level staff.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Utilize CADD systems, drawings and plans in the California State Chancellor's Office facility database maintenance stems.
- Interpret building specifications and blueprints.



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- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to facilities planning and construction management functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

#### **Education/Training:**

- A Master's Degree in Construction Management, Business, Engineering or a related field from an accredited college or university
- A Bachelor's degree in Engineering, Architecture, Construction, Construction Management, Business from an accredited college or university or a related field and seven (7) years of experience can be substituted for the Master's Degree.

#### **Required Experience:**

- Five (5) years of experience in supervision.

#### **License Requirement:**

- Possession of a valid California driver's license.

#### **Preferred Experience:**

- Experience in the California Community College facilities planning, construction management and capital improvement or facilities bond and financing experience.
- California registered Architect or Engineer.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is performed both indoor and outdoor environments and may be exposed to occasional hazards of constructions sites and extreme weather conditions. Travel between sites is required.



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**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 lbs.; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.