

PALOMAR COMMUNITY COLLEGE DISTRICT

DIRECTOR, FACILITIES

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.

DEFINITION

Plan, develop, direct and control the comprehensive activities, services and operations of the department and District facilities, including capital construction and improvements and deferred maintenance projects; oversee work requests, preventive maintenance, emergency repairs and remodeling projects; direct facilities planning and environmental health and safety.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Vice President of Administrative Services and exercises supervision over assigned staff.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following:

1. Plan, organize, direct and control the activities, services and operations of Facilities Department and District facilities; allocate personnel and resources to optimize departmental efficiency and effectiveness.
2. Direct facilities planning, environmental health and safety, capital construction and improvements, deferred maintenance and energy conservation projects; provide overall direction to security systems, recycling, building, grounds, vehicle, plumbing, electrical and HVAC maintenance.
3. Direct and participate in the development and administration of bid specifications and the awarding of maintenance and construction contracts; oversee the purchase of supplies and equipment; direct District warehousing and fixed assets inventory control.
4. Oversee regular safety inspections of buildings and grounds to ensure compliance with all building, fire, safety and other applicable codes; investigate accidents regarding facilities personnel.
5. Work with contractors on projects and request bids for work to be performed; inspect completed work and work in progress to assure compliance with contract specifications and applicable laws, codes and regulations; approve progress payments as appropriate.
6. Develop, monitor and control department budgets and manage financial resources consistent with District policy and sound financial management principles; monitor all facilities expenditures to ensure appropriateness, accuracy and completeness; prepare cost estimates for maintenance and construction projects performed by independent contractors and District personnel.

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7. Serve as a resource to the State Chancellor's Office, the Division of the State Architect, other state and local agencies, District staff and the community regarding facilities issues; interprets, explains and responds to inquiries regarding project construction and utilization, facilities policies, project funding, asset management and state program regulations.
8. Oversee and coordinate the initiation of contracts with architectural/engineering firms, construction management firms and general contractors for compliance with contract specifications, terms and conditions.
9. Oversee and participate in bid openings and pre-construction conferences associated with construction projects; direct the work and services of independent contractors engaged in buildings and grounds construction, alteration, modification and repair.
10. Coordinate efforts with various city and state offices, agencies and groups to obtain timely action on matters such as building permits, zoning changes and environmental impact reports; oversee permitting process and make necessary submittals to appropriate agencies related to, but not limited to, underground storage tanks, elevators, generators and compressors.
11. Review new or revised legislation, regulations and control affecting the Facilities Department operation and function.
12. Direct the development, implementation and training related to the District's Injury and Illness Prevention Program, disaster preparedness, hazardous materials and environmental health and safety.
13. Train, schedule, assign, supervise and evaluate the work performance of assigned personnel; discipline personnel in accordance with established policies and procedures.
14. Participate in shared governance through service on planning and/or operations committees and task forces.
15. Perform other duties as assigned or required.

QUALIFICATIONS

Knowledge of:

Principles, methods and practices of facilities administration with particular reference to facilities planning, architectural design, facilities renovation, and structural, mechanical and electrical engineering.

Legal and administrative policies, practices and processes of local, state and federal agencies which impact facilities planning, development and maintenance.

Contract management; development of bid specifications and contract awarding procedures.

Principles of construction technology, technology and scheduling.

Methods, equipment and materials used in the building trades, skilled maintenance, custodial and grounds maintenance.

Information systems that related to facilities planning, budgeting, scheduling and reporting, particularly with multiple funding sources.

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Knowledge of:

Purchasing laws, rules and regulations related to bid procedures.
District-wide administrative methods and procedures.
Basic research methods and report writing techniques.
Principles of business letter writing and report preparation.
Budget preparation and control.
English usage, spelling, grammar and punctuation.
Interpersonal skills using tact, patience and courtesy.
Principles and practices of administration, supervision and training.
Modern office procedures, methods and equipment including computers.
Community College organization, operations, policies and objectives.
Pertinent federal, state and local codes, laws and regulations.

Ability to:

Plan and manage an integrated program of facilities planning, design, construction and maintenance.
Comprehend and evaluate complex architectural and engineering designs, plans, and specifications.
Direct the development, implementation and training related to disaster preparedness, hazardous materials, environmental health and safety and the District's Injury and Illness Prevention Program.
Prepare and write contracts, bid specifications and various District-wide safety programs.
Conduct engineering and technical studies.
Write clear and concise instructions and specifications.
Provide technical review and advice.
Supervise, train and evaluate staff.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative and effective working relationships with others; use discretion in handling difficult persons.
Operate office equipment including computers and supporting word processing, spreadsheet applications and presentation programs.
Effectively respond to all situations/incidents using sound judgment and decision-making skills.
Read, interpret, apply and explain applicable rules, regulations, policies and procedures.
Prepare and control budget.
Analyze situations accurately and adopt effective courses of action.
Work independently with little direction; plan and organize work; meet schedules and timelines.
Prepare reports by compiling and organizing data from a variety of sources.
Maintain accurate and complete records.
Work confidentially with discretion.

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Experience and Education/Training Guidelines:

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

Experience:

Five years experience in the construction, maintenance and repair of major facilities including two years of administrative and supervisory responsibility.

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in architectural, civil or electrical engineering, construction technology, construction management or related field.

License and/or Certificate:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

WORKING CONDITIONS

Environmental Conditions:

Work includes indoor and outdoor environments; exposure to all weather conditions; may involve exposure to various hazardous materials, chlorine gas, electrical and gas services, oil/grease, gasoline, solvents, diesel fuel, smoke and other toxic chemicals; high voltage, confined spaces and heights.

Physical Conditions:

Moderate physical labor with frequent to constant standing and walking for extended periods of time; walking over rough or uneven surfaces, frequent lifting, carrying, pushing and pulling objects; frequent bending, kneeling and stooping; may be required to work while using or wearing safety equipment such as respirators and protective equipment; must be able to travel to all District locations.