

PALOMAR COMMUNITY COLLEGE DISTRICT

Classification Title: Proposition M Furniture, Fixtures, and Equipment Supervisor

Department: Construction Services

FLSA Status: Non-Exempt

Staff Category: Confidential and Supervisory Team

Salary Range: 48

Supervision Received From: Manager, Construction and Facilities Planning

Original Date: June, 2014

Supervision Given: Provides functional oversight to applicable District employees and contractors

Last Revision: June, 2014

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.

JOB SUMMARY.

Provides overall direction and guidance for the day-to-day operations, problem-solving and decision-making regarding the standardization, acquisition, and installation of furniture, fixtures and equipment (FF&E) for the Proposition M Bond. Implements program policies and guidelines regarding the acquisition of FF&E. In conjunction with District budget personnel, consolidates purchase requisitions and is responsible for fiscal reporting and accountability for FF&E purchases; establishes and monitors program and project budgets.

DISTINGUISHING CHARACTERISTICS.

The Proposition M Furniture, Fixtures, and Equipment Supervisor classification is distinguished from other District classifications in its sole responsibility for the overall direction of the FF&E program and related projects for the Proposition M Bond.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. Provides overall direction and guidance for the FF&E program; implements program policies, guidelines, and directives according to District, federal, and state guidelines; serves as the primary contact for Proposition M FF&E.
2. Supervises and oversees furniture and equipment selection; purchases; moves, including the procurement of moving companies; and related activities.
3. Represents the District and provides guidance to contractors, including consultants, architects, engineers, vendors, and other applicable individuals in ensuring that FF&E are selected, acquired, and installed in accordance with program budgets and District requirements.
4. Provides work direction, oversight, and guidance to District employees for purposes of assembling and installing equipment and furniture, cleaning, and assisting vendors.
5. Establishes and monitors budgets for the FF&E program; ensures program expenditures are within allocated budgets; proposes budget changes and participates in project budget applications as necessary.
6. Develops bid specifications and works with appropriate District staff on bid preparation.

7. Prepares purchase requisitions and consolidates purchase requests from multiple departments and programs.
8. Ensures the inclusion of District FF&E standards in project designs; ensures building conditions support special equipment and furniture requirements (i.e., power, data, and space) during the design phase and/or prior to procurement.
9. Develops, recommends and implements program schedules for the procurement of FF&E; coordinates the delivery of FF&E services (i.e., delivery and installation) to multiple District programs and departments; develops and maintains inventory for District FF&E.
10. Provides regular reports to administration on the status of FF&E schedules, furniture/equipment procurement, set-up, and move schedules.
11. Conducts regular meetings to communicate, review, and revise plans and procedures regarding moves and the procurement and installation of FF&E; leads user group meetings of diverse individuals with differing opinions to consensus; communicates outstanding items impacting the activation of FF&E to appropriate Proposition M staff.
12. Serves as a liaison between District staff and Proposition M project managers, engineers, designers and contractors; provides guidance to vendors and service contractors.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS.

Knowledge of:

1. Principles, practices, and methods used in the acquisition and installation of FF&E.
2. Principles, procedures, and methods of assessing design and building specifications to determine FF&E requirements.
3. Procedures, methods, and techniques of budget preparation and maintenance.
4. Principles and practices of bid development and competitive bidding.
5. Principles and practices of purchasing, including the preparation of purchasing requisitions and negotiation of pricing.
6. Modern office procedures, methods, and equipment including computers and applicable software programs.
7. Principles and practices of report preparation.
8. Pertinent federal, state, and local codes, laws and regulations.
9. Proper English usage, spelling, grammar, and punctuation.
10. Public and community relations principles, including the use of tact, patience, and courtesy.

Skill in:

1. Acquiring and coordinating the installation of FF&E in alignment with design and building specifications.
2. Budget preparation and maintenance.
3. Preparing bids and negotiating purchases.
4. Preparing purchase requisitions.
5. Reading and interpreting building floor plans and furniture drawings, in both printed and electronic format.

6. Applying pertinent federal, state, and local codes, laws and regulations.
7. Preparing clear and concise reports.
8. Operating office equipment, including computers and applicable software programs.
9. Communicating clearly and concisely, both orally and in writing.
10. Establishing and maintaining effective working relationships with those contacted in the course of work.
11. Working independently in the absence of supervision.
12. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds in a community college.

Experience and Training Guidelines:

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

Experience:

Four years of increasingly responsible procurement experience, including the coordination of FF&E acquisition and installation.

Education/Training:

Equivalent to an Associate's degree from an accredited college or university, including coursework in business administration or a related field.

Licenses/Certificates:

Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.

WORKING CONDITIONS.

Environmental Conditions:

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff, students, and the public; occasional travel to various District locations.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for walking, standing and sitting for extended periods of time; driving District vehicles; and traveling to various District locations.

TERMS OF EMPLOYMENT.

All positions within this classification are specially-funded, and the duration of any position in this classification is dependent upon the continuation of funding.