



Classification Title: Director, Facilities

Department:	Facilities	EEO6 Code:	1
Employment Group:	Administrative Association (Classified Administrator)	Salary Grade:	75
Supervision Received From:	Assistant Superintendent/Vice President, Finance & Administrative Services	Date of Origin:	10/2018
Supervision Given:	Administrative, supervisory, classified, hourly, and volunteer staff in Facilities	Last Revision:	10/2018

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 by individual positions.

JOB SUMMARY.

Plans, develops, directs and controls the comprehensive activities, services and operations of the Facilities department and District facilities across multiple District locations, including capital construction and improvements and deferred maintenance projects, overseeing work requests, preventive maintenance, emergency repairs and remodeling projects, and directing facilities planning and environmental health and safety programs; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS.

Director, Facilities is a standalone classification and is distinguished from other administrative classifications in the Finance and Administrative Services division by its responsibility for providing leadership and direction to the Facilities department.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

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

1. Plans, organizes, directs, controls, integrates and evaluates the work of Facilities; with assigned employees, develops, implements and monitors long-term plans, goals and objectives focused on achieving the District’s mission and priorities; participates in the development of and monitors performance against the department’s annual budget; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards.
2. In accordance with District policies, procedures, collective bargaining agreements, and employee handbooks, interviews and participates in selecting new department or program staff; supervises and evaluates performance of assigned employees; establishes performance requirements and professional development targets; regularly monitors staff performance and provides training, coaching and mentoring for performance improvement; recommends performance recognition when warranted; with management concurrence, implements the progressive discipline process to address performance deficiencies in accordance with District human resources policies, employee handbooks, and collective bargaining agreements; responds to grievances; approves overtime/compensatory time; recommends reclassifications; performs other activities relevant to supervision of assigned employees; provides support to reporting supervisors and/or administrators regarding disciplinary actions and grievances; approves related decisions.
3. Provides leadership and works with assigned employees to develop and maintain a high-performance, service-oriented work environment through selection, training and day-to-day administrative practices that support the District’s mission, objectives and values.

4. Assists the Assistant Superintendent/Vice President, Finance and Administrative Services and other executive administrators with executive projects, plans, and communications; provides advice and support and participates in building positive internal and community relationships and in proactively addressing District-wide issues; participates in and supports shared governance initiatives.
5. Plans, organizes, directs, controls, schedules, monitors and reports the daily facilities maintenance and operations for the District and the District's Capital Outlay Program; ensures that all facilities operations are performed efficiently, effectively and safely.
6. Plans and oversees significant new construction of District facilities using Proposition M funding; provides presentations on new construction to citizens committees and the Governing Board; leads land acquisition initiatives and corresponding community outreach and legal issues.
7. Directs, monitors, inspects and approves plans and programs for environmental health and safety, facilities-related emergency response, injury and illness prevention, Occupational Safety and Health Administration (OSHA) compliance, Air Pollution Control District (APCD) compliance, hazardous material control and disposal, Americans with Disabilities Act (ADA) inspections and accommodations, Division of the State Architect (DSA) procedures and compliance, and all federal, state and local codes, laws and regulations related to assigned areas of responsibility.
8. Prepares, submits and monitors the annual budget for Facilities; researches and approves expenditures for services, supplies and equipment in accordance with established policies, procedures and protocols.
9. Directs, oversees and participates in the preparation of a variety of complex statistical and narrative reports related to facilities operations, projects, programs and activities.
10. Directs, monitors, schedules, approves and inspects new, in-progress and completed construction projects.
11. Plans, schedules, directs and works with architects, engineers, District faculty and staff, contractors, construction management firms, inspectors, committees, external agencies and the public regarding facilities issues; interprets, explains and responds to inquiries regarding project construction and utilization, facilities policies and procedures, project funding, asset management, state programs and applicable regulations and requirements.
12. Oversees, develops, supports and coordinates the development of plans and specifications, requests for quotations (RFQs) and requests for proposals (RFPs), selection processes, bidding processes and final recommendations for award; initiates contracts related to maintenance and operations, facilities operations and construction projects.
13. Represents the District in legal proceedings associated with construction procedures, employee matters, ADA accommodations, and in defense of injuries related to District facilities.
14. Plans and coordinates research projects related to areas of responsibility.

Marginal Functions:

1. Participates in/on a variety of committees, task forces, boards, meetings and/or other related groups in order to receive and/or convey information.
2. Participates in shared governance through service on planning and/or operations committees and task forces.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/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: Eight years of experience in the construction, maintenance and repair of major facilities, including two years of supervisory responsibility.

Education/Training: Equivalent to a bachelor's degree from an accredited college or university in engineering or a related field.

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

Knowledge of:

1. Advanced principles, practices, methods and techniques of program, administrative and organizational analysis, planning and management as applicable to capital construction and facilities operations/maintenance.
2. Managerial and leadership principles and practices.
3. Facilities planning and architectural design principles.
4. Land acquisition and facilities construction/renovation principles, practices and methodologies.
5. Structural, mechanical, civil, electrical and general engineering principles.
6. Legal and administrative policies, procedures, practices and processes of federal, state and local agencies impacting facilities planning, development, construction, maintenance and operations.
7. Construction project management principles and practices.
8. Public sector capital outlay programs and bond funding.
9. Design and space planning principles and practices.
10. Functions, rules, policies and procedures applicable to assigned areas of responsibility.
11. Research methods and analysis techniques.
12. Principles, practices and methods of budget development and management and grant tracking and monitoring.
13. Federal, state and local laws and regulations applicable to areas of responsibility, including State of California Capital Outlay and Deferred Maintenance Programs for Community Colleges, the Division of the State Architect (DSA) and the California Education Code.
14. Principles and practices of sound business communications, including correct English usage, grammar, spelling and punctuation.
15. Practices and procedures for purchasing and maintaining public records.
16. Principles and practices of effective management and supervision.
17. Human resources practices, including the interpretation and application of labor contract provisions.
18. Educational facilities funding resources.
19. Automated facilities management systems.
20. Computer applications utilized in facilities planning and design.
21. Risk management principles.
22. Environmental and occupational safety principles, practices, trends, and methodologies.
23. Emergency preparedness planning and organizational principles and practices.
24. Organization, operations, policies and objectives of institutions of higher education.
25. Construction inspection principles, practices, and methodologies.
26. Building trades methods, equipment, and materials.
27. Basic accounting principles.
28. Public relations principles, including the use of tact, patience and courtesy.
29. Contract development, monitoring, awarding and maintenance principles and practices.

Skill in:

1. Planning, organizing and directing the operations and activities of a facilities department.
2. Supervising, training and directing the work of others.

3. Providing leadership, support and assistance to assigned departments.
4. Establishing and maintaining effective working relationships with those contacted in the course of work.
5. Developing, analyzing and maintaining the division budget.
6. Interpreting complex data and information.
7. Reading, interpreting, applying and explaining rules, regulations, policies and procedures.
8. Communicating clearly and concisely, both orally and in writing.
9. Mediating difficult and/or hostile situations.
10. Effectively responding to all situations/incidents using sound judgment and decision-making skills.
11. Directing, organizing, coordinating and implementing a variety of programs, events and activities in assigned areas of responsibility.
12. Managing programs and large-scale construction projects.
13. Understanding, Interpreting, explaining, and applying federal, state and local codes, laws and regulations, including State of California Capital Outlay and Deferred Maintenance Programs for Community Colleges, the Division of the State Architect (DSA) and applicable sections of the California Education Code.
14. Managing the development, implementation and administration of goals, objectives and procedures.
15. Working independently with little direction.
16. Maintaining detailed records and preparing reports, proposals, policies and programs.
17. Preparing, interpreting and working with plans, specifications, schematics, diagrams and drawings.
18. Defining issues, analyzing problems, evaluating alternatives and developing sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
19. Developing and implementing appropriate procedures and controls.
20. Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
21. Collecting and analyzing data and presenting effective oral and written reports.
22. Planning and coordinating complex facilities planning and design.
23. Planning and implementing comprehensive occupational and environmental safety programs.
24. Preparing clear, concise, and comprehensive correspondence, reports, studies and other materials.
25. Monitoring regulatory compliance activities.
26. Presenting proposals and recommendations clearly, logically and persuasively.
27. Operating a computer and other standard office equipment and using spreadsheet, word processing and other software applicable to assigned areas of responsibility.
28. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
29. Exercising tact and diplomacy in dealing with complex and confidential issues and situations.
30. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The incumbent typically works in an indoor/outdoor environment, exposure to computer screens, noise and electrical energy; may be exposed to extreme weather conditions, chlorine gas, polychlorinated biphenyl (PCB), asbestos, dust, fumes and high voltage; interacts with students, faculty, staff, administrators, and the public, occasionally encounters dissatisfied or abusive individuals. The noise level is usually quiet to moderate.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform

the job functions with or without accommodation, such as the ability to walk and stand; use hands to repetitively finger, handle and feel computers, peripherals and standard business equipment; possess visual acuity for creating computer-generated work and to read printed materials; reach with hands and arms; move or lift up to 25 pounds. The employee must be able to travel between District and external locations.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.