

PALOMAR COMMUNITY COLLEGE DISTRICT

Classification Title: Manager, Construction and Facilities Planning

Department: Facilities

FLSA Status: Exempt

Staff Category: Administrative Association (Classified Administrator)

Salary Range: 66

Supervision Received From: Director, Facilities

Original Date: February, 2013

Supervision Given: Assigned Confidential and Supervisory Team and Classified Staff in Facilities

Last Revision: February, 2013

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.

Responsible for developing, planning, coordinating and implementing capital construction and facilities improvement programs and managing the construction of all major and minor capital projects for the District including supervising assigned staff. Assures compliance with all applicable local, state and federal laws and regulations.

DISTINGUISHING CHARACTERISTICS.

The Manager, Construction and Facilities Planning is distinguished from the Construction Project Manager – Proposition M classification by its responsibility for facilities planning functions and all capital construction projects regardless of funding source. Supervises all positions in the classification of Construction Project Manager – Proposition M.

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

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which include: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Plans, organizes, and controls a variety of programs, projects, and activities related to the design and construction of new, remodeled, and renovated District facilities; coordinates construction activities and participates in design development with senior and executive staff.
3. Plans, organizes, and coordinates the strategic, short- and long-range planning and day-to-day operations and activities of the facilities planning function.
4. Coordinates the selection and supervision of architects, engineers, planning and design consultants, project managers, construction managers, inspectors, and/or other applicable professionals.
5. Assists in performing research and analysis in the development of facilities planning data; develops initial programmatic plans for use by design professionals based on long-range analysis of Educational Master Plan and space utilization data, including Capacity Load Ratios and enrollment projections; prepares special analyses and

reports related to long-range planning; analyzes needs and develops recommendations concerning future utilization of facilities.

6. Coordinates the planning and budgeting of bond projects and non-bond projects, including those with multiple funding sources; prepares and submits State-required plans, applications, and reports regarding Capital Construction Projects, including the Five-Year Construction Plan, Scheduled Maintenance Plan, Letters of Intent, Needs Assessment, and other State or Federal programs.
7. Controls all phases of major projects; meets regularly with District Construction Project Managers and other College representatives; represents the District during critical construction phases through meetings with project managers, contractors, construction inspectors, and other construction professionals.
8. Coordinates planning and design efforts through various offices, agencies, and groups to obtain timely action of successive phases of project approval; develops project justifications and articulates funding strategies for District facilities projects; oversees capital outlay, and deferred maintenance; serves as a liaison with State offices on related projects and programs.
9. Ensures that short- and long-range facilities planning activities are performed in conjunction with Federal, State, and/or local agencies or organizations so District facilities can effectively and efficiently accommodate students and programs needing to be serviced.
10. Writes and submits funding proposals for scheduled maintenance and hazardous substance removal projects; develops and submits initial project proposals (IPP) and final project proposals (FPP) for capital construction projects; works in collaboration with design professionals to prepare preliminary plans, working drawings and other construction documents and requests for new center status submittals; interfaces with District staff and architects to ensure program needs are met and comply with the District's Educational Master Plan.
11. Coordinates the selection of District design and construction professionals; drafts requests for qualifications (RFQ) or requests for proposals (RFP); solicits input from District staff, sends final copy to appropriate internal departments; works with the Contracts office to establish timelines for the process; assembles selection committees; develops screening criteria and interview questions; screens, interviews, and makes recommendations regarding selection.
12. Assists in the development of the Facilities Master Plan.
13. Oversees and reviews the work of architects and other consultants; meets with architects and consultants to resolve differences of opinions, conflicts in schedules, and interpretation of plans and design requirements; monitors various programming, design, and construction-related schedules.
14. Interfaces with and delivers presentations to user groups and the public; interprets, explains, and responds to public and District inquiries regarding project construction and utilization, facilities policies, project funding, state program regulations, and bond measure requirements; develops reports, letters, and memoranda regarding project issues for internal and external distribution; assures appropriate response to user needs and budget limitations.
15. Prepares and disseminates studies, analyses, and proposals.
16. Prepares, writes, and assists in the development of construction plans, bid requests, and specifications for new and remodel projects; prepares compliance documentation and reports related to facilities and capital outlay project proposals.
17. Evaluates capital construction projects for design, manageability, and consistency with other buildings; reviews construction-related scope and budget documents.

18. Oversees contracts with architectural/engineering firms and construction management firms for compliance with contract specifications, terms, and conditions; collaborates with the Contracts office on general agreements.
19. Solicits and reviews scope of services and fee proposals for specific projects and makes appropriate recommendations.
20. Oversees, provides support for, and reviews the work of architects and other consultants.
21. Serves as the District liaison and resource to Federal, State, and local facility planning agencies, architects, engineers, technical consultants, inspectors, and District staff regarding facilities planning, approvals, funding, and construction.
22. Serves as a liaison between the District's Facilities maintenance staff and design professionals during the design development of projects to ensure appropriate input into design decisions that will impact Facilities maintenance operations.
23. Maintains an approved list of architectural and engineering design consultants; prepares requests for bids for design projects; evaluates proposals; recommends retention of selected firms; oversees the work of design firms; reviews sketches and construction/architectural drawings.
24. Oversees construction and special projects related to the design, alternation, and/or remodeling of new and existing District buildings; participates in the selection of construction contractors.
25. Maintains communication with applicable State, local, and regional agencies regarding capital project design and construction activities.
26. Coordinates the design and manages the construction of specific capital improvement projects to address District needs for infrastructure, information network system planning, and building utility systems.
27. Supervises the preparation of drawings using CAD programs; participates in the preparation, maintenance, and distribution of drawings, plans, facilities files, and other related information.
28. Oversees the maintenance of the department website and archives of as-built plans, soil reports, legal site descriptions, environmental reports, and related items.
29. Participates in local, regional, and state activities and programs to promote Palomar College and the community college system.
30. Participates in the development and administration of multiple department budgets; participates in the forecasting of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
31. Conducts a variety of organizational and operational studies and investigations; recommends modifications to existing programs, policies, and procedures as appropriate.
32. Assist the Director, Facilities in representing the District in legal proceedings associated with construction and facilities planning, including serving as a liaison to legal counsel.

Marginal Functions:

1. Provides responsible staff assistance to the Director, Facilities.
2. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.

3. Participates in shared governance through service on planning and/or operations committees and task forces.
4. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Knowledge of:

1. Managerial principles and practices.
2. Construction project management principles and practices.
3. Community college or public sector capital outlay programs.
4. Design and space planning principles and practices.
5. State of California Capital Outlay and Deferred Maintenance Programs for Community Colleges, the Community College Space Inventory Program, and the Division of the State Architect.
6. Generally accepted architectural, planning, and construction principles and practices as related to public works, community colleges, institutions of higher education, and schools.
7. Program/project management principles and practices.
8. Facilities administration principles, practices, and methodologies.
9. Architectural design principles.
10. Educational facilities funding resources.
11. Automated facilities management systems.
12. Computer applications utilized in facilities planning and design.
13. Risk management principles.
14. Job cost accounting principles and practices.
15. Basic engineering principles.
16. Methods, practices, equipment, and supplies used in facility maintenance and construction, including applicable building and safety regulations.
17. Program development, management, and administration principles, practices, and methodologies.
18. Capital project construction planning and design processes.
19. Infrastructure systems and challenges pertinent to community colleges, institutions of higher learning, and schools.
20. Capital budgeting processes.
21. Department/unit budgeting principles and practices.

22. Community college organization, operations, policies, objectives, and accounting and budgeting matters.
23. Applicable federal, state, and local laws, regulations and policies.

Skill in:

1. Supervising, training, and directing the work of others.
2. Utilizing a computer and related software applications.
3. Analyzing and troubleshooting difficult situations accurately and adopting an effective course of action.
4. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
5. Facilitating negotiations and exchanging ideas, information, and opinions in order to develop effective and workable solutions.
6. Planning, organizing, and coordinating the day-to-day activities of capital construction and facilities improvement programs.
7. Planning, organizing, and prioritizing work in order to meet scheduled deadlines.
8. Managing the performance of external contractors.
9. Managing all phases of capital projects.
10. Managing construction projects.
11. Applying principles of design and space planning.
12. Preparing and controlling construction budgets.
13. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
14. Interpreting and applying applicable Federal, State, and local codes, laws, and regulations, including applicable sections of the California Education Code.
15. Participating in the development and administration of goals, objectives, and procedures.
16. Preparing and administering department budgets.
17. Communicating clearly and concisely, both orally and in writing.
18. Establishing and maintaining cooperative and effective working relationships with others.
19. Mediating difficult and/or hostile situations.
20. Effectively responding to all situations/incidents using sound judgment and decision-making skills.
21. Compiling and organizing data from a variety of sources.
22. Maintaining detailed records and preparing reports, proposals, policies and programs.
23. Preparing, interpreting, and working with plans, specifications, schematics, diagrams, and drawings.
24. Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.
25. Collecting and analyzing data and presenting effective oral and written reports.
26. Managing programs and large-scale, complex projects.
27. Planning and coordinating complex facilities planning and design.
28. Preparing clear, concise, and comprehensive correspondence, reports, studies, and other materials.
29. Maintaining confidentiality and discretion in performing work.
30. Handling difficult and sensitive issues and problems.
31. Working independently with little direction.

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:

Five years of increasingly responsible facilities planning and construction management, planning, estimating, coordination, inspection, and project management experience, including two years of experience supervising employees.

Education/Training:

Bachelor's Degree in construction management, engineering, architecture, or related field.

License and/or Certificate:

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

WORKING CONDITIONS.

Environmental Conditions:

Indoor and outdoor environments; exposure to all weather conditions; may involve exposure to various chemicals, hazardous materials, high voltage, excessive noise, high locations, and/or cramped conditions.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for ambulating for extended periods of time and visual acuity for creating computer-generated work to read printed materials. Must be able to travel between education centers, satellite sites and other District locations.