

## IMPERIAL COMMUNITY COLLEGE DISTRICT

### DIRECTOR OF FACILITIES, PLANNING AND CONSTRUCTION

#### **DEFINITION:**

Under the direction of the Vice President of Administrative Services, the Director of Facilities, Planning and Construction is responsible for all areas related to the improvement, renovation, modernization, repair, maintenance, replacement and construction of District facilities.

The Director of Facilities, Planning and Construction shall serve as liaison between the District, outside agencies and consultants; conduct a variety of analytical studies and prepare reports and presentations; manage and oversee contracts, maintain project schedules, adhere to budgets for capital outlay, local bond projects, space inventory, scheduled maintenance, special repair and campus departmental projects; may supervise and evaluate the performance of assigned personnel as deemed necessary.

#### **EXAMPLE OF DUTIES:**

- Manage and collaborate with district users and external design consultants to define scopes of work, translate the information into complete plans and specifications from project inception through bidding and provide construction administration.
- Planning and programming efforts include identifying scopes of work, managing the design process and costs, monitor and maintain assigned project time schedules, compliance with budget, Public Contract Code and campus standards and guidelines, soliciting bids, closeout and Division of State Architect certification.
- Obtains all required plan reviews prior to bidding (e.g. State Fire Marshal, Division of the State Architect, plan check agencies for life safety and code compliance).
- Coordinates the implementation of the construction activities related to the district wide local bond program.
- Provides quality assurance reviews of project documents to minimize potential change orders during construction and initiates revisions to design packages when necessary.
- Ensures projects are in conformance with applicable building codes and campus design standards; incorporates State and campus standards and allowances into programmatic solutions.
- Solicits fee proposals and initiates contracts for required design activities. Manages, schedules and tracks consultant contracts from project inception through construction bid and award associated with approved projects.
- Interfaces with contractors or other professional consultants to resolve disputes through proper communication, negotiation and contract conformance review.
- Works and collaborates diligently with the district consultants such as, but not limited to, architects, engineers, construction manager, inspection services and environmental consultants.
- Develops programmatic solutions to support projects and requisite funding.
- Manages other facilitates-related projects such as, but not limited to, hazardous materials approval, construction, scheduled and deferred maintenance, and annual

space inventory.

- Submits annual plans to the California Community College Chancellor's Office and other agencies as necessary including space inventories, initial project proposals, final project proposals, and the 5-year facilities master plan.
- Manage, supervise and evaluate assigned personnel; and participate in the selection process of personnel in the department.
- Works collaboratively with the District to address necessary needs for energy conservation, environmental health, and safety programs.
- Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
- Assume additional managerial duties as appropriate to the position; performs other related duties as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Operational characteristics, services, and activities of a public works, building, construction, mechanical systems (e.g., chillers, boilers, furnaces, air handlers, refrigeration systems, fire alarms and sprinkler systems, etc.) maintenance and facilities program.
- Principles and practices of public works, building, construction maintenance and facilities.
- 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 public works, building, construction, maintenance and safety.
- Familiarity with CAD software, Project scheduling and California Uniform Public Construction Cost Account Act (CUPCCAA).
- California Community College and State capital planning standards and requirements.
- Oversee, direct, and coordinate the work of lower level staff.
- Evaluate staff effectively.
- Develop and implement goals, objectives, and procedures.
- Gather and analyze data and situations to make informed decisions.
- Prepare and present comprehensive, clear oral and written reports and presentations.
- Problem solving and decision making skills
- 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.
- Provide leadership based on ethics and principles as they relate to facilities functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.

#### **EDUCATION AND EXPERIENCE:**

- Education equivalent to a Bachelor’s degree in Engineering, Architecture, Construction Management, or Business, or closely related field, from an accredited college or university.
- Five (5) years of progressively responsible and extensive experience in the area of facilities planning, construction and maintenance.

***DESIRED QUALIFICATIONS:***

- California registered Architect or Engineer; Certified Construction Manager (CCM)
- Experience in the California Community College facilities planning, construction management and capital improvement or facilitates bond-financing experience.

**LICENSE REQUIREMENT**

- Possession of a valid California driver’s license.

**WORKING CONDITIONS:**

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the cart below indicate the percentage of time spent on each of the essential physical requirements.

- |                                 |  |
|---------------------------------|--|
| 1. Seldom: Less than 25 percent | 3. Often: 51 to 75 percent             |
| 2. Occasional: 25 to 50 percent | 4. Very Frequent: 76 percent and above |

<b>Ratings</b>	<b>Essential Physical Requirements</b>
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

**STATUS/RATIONALE**

This is a full-time, 12-month, classified administrator position, range 8. This position has direct responsibility for formulating and implementing policy of the College and the District. This position is subject to evening hours and weekends as needed.