NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Manager, District Facilities Planning, Maintenance and Construction Contracts	Range: 13 (CL)	Management Schedule
Date Revised:	January 25, 2011	Date Approved:	December 12, 2005
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD			

PRIMARY PURPOSE

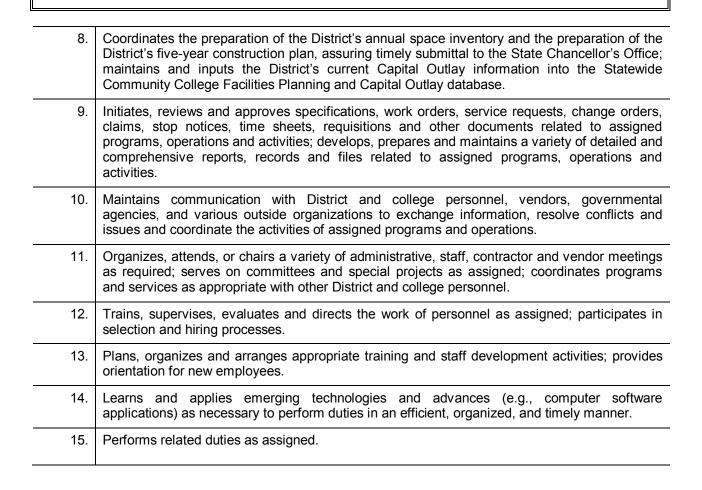
This position is responsible for planning, organizing and directing the overall maintenance and operations functions for the Anaheim Campus and for assisting with the planning and administration of District public works construction and contracting activities.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

Plans, organizes and directs the overall maintenance and operations functions for the Anaheim Campus; establishes maintenance and operations work standards, procedures and schedules; establishes a preventive maintenance program for the campus; inspects campus for maintenance needs and safety hazards and determines maintenance priorities; assists in the preparation of the maintenance and operations budget; monitors and controls budget expenditures. Coordinates the preparation of project proposals for Anaheim Campus scheduled maintenance and special repair projects, hazardous substances program projects, seismic retrofit program projects, and architectural barrier removal program projects; coordinates the preparation of initial project proposals and final project proposals for capital outlay program projects. Assists in the management of District public works construction and contracting activities, including planning and procurement of services, financing, evaluation of proposals, and development of contracts to secure professional services and products; negotiates contract terms and conditions; reviews contracts related to facilities planning and construction activities to ensure compliance with legal and contractual mandates and other requirements. Supervises the development of requests for proposals (RFPs) for District public works construction; prepares related narrative and statistical reports; conducts pre-bid conferences and public bid opening; performs bid and cost analyses; participates in bid protest resolution. Coordinates the work of contractors and subcontractors; reviews plans and drawings to assure conformance with District requirements; provides for proper inspection of work in progress and completed work; assists site maintenance and operations personnel in reviewing work in progress and facilities needs. Reviews and recommends approval of claims and invoices submitted against contract for facilities planning and construction activities; ensures timely payments to contractors and vendors; assists in monitoring and updating construction project budgets; ensures that labor compliance programs are appropriately implemented and administered relative to qualifying projects. Works with governmental agencies as assigned to coordinate funding sources for District facilities projects; supervises the timely processing of state reimbursement claims related to facilities planning and construction activities; monitors rebates and other related local and private sources of funding; attends various city, county and state hearings and meetings related to District facilities.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

OTHER FUNCTIONS

In addition to the essential functions, the Manager, District Facilities Planning, Maintenance and Construction Contracts may be assigned responsibility for the coordination and supervision of the Anaheim Campus safety and security operations.

WORKING RELATIONSHIPS

The Manager, District Facilities Planning, Maintenance and Construction Contracts maintains frequent contact with District and college personnel, vendors, governmental agencies, and various outside organizations.

EDUCATION AND EXPERIENCE

Possession of an associate degree or the equivalent and six years of general experience in operations, maintenance or facilities functions, preferably with at least two years of increasingly responsible management or supervisory experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of California Community College Construction Act, Capital Outlay Budget Handbook, Scheduled Maintenance and Special Repair Program, and Hazardous Substance Program

Knowledge of competitive bidding process, contract administration practices, and general facilities planning techniques

Knowledge of federal and state laws and regulations related to facilities planning and construction, and labor compliance procedures

Knowledge of District organization, operations, policies and objectives related to facilities planning, construction, and contractual agreements for services

Knowledge of general budgeting and accounting principles and procedures related to facilities planning and construction

Knowledge of research project policies, procedures and practices, including data collection and analysis Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of record keeping procedures

Knowledge of appropriate software and databases

Ability to read blueprints

Ability to analyze and evaluate facilities planning and construction proposals, budgets, contracts, and contractor performance/compliance

Ability to lead and supervise complex public works construction contract activities

Ability to prepare complex bid documents and conduct pre-bid conferences and public bid openings before large groups

Ability to exercise good judgment and initiative in resolving problems in making recommendations

Ability to conduct effective contract negotiations

Ability to interpret, apply and explain rules, regulations, policies and procedures

Ability to assess, analyze, implement and evaluate research project activities

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

Valid California driver's license.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

WORKING CONDITIONS

Office environment subject to constant interruptions and frequent interaction with others; field environment requiring site inspections and travel to and from various job sites.