

**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.

1.	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.
2.	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.
3.	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.
4.	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.
5.	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.
6.	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.
7.	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.

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8.	Coordinates the preparation of the District's annual space inventory and the preparation of the District's five-year construction plan, assuring timely submittal to the State Chancellor's Office; maintains and inputs the District's current Capital Outlay information into the Statewide Community College Facilities Planning and Capital Outlay database.
9.	Initiates, reviews and approves specifications, work orders, service requests, change orders, claims, stop notices, time sheets, requisitions and other documents related to assigned programs, operations and activities; develops, prepares and maintains a variety of detailed and comprehensive reports, records and files related to assigned programs, operations and activities.
10.	Maintains communication with District and college personnel, vendors, governmental agencies, and various outside organizations to exchange information, resolve conflicts and issues and coordinate the activities of assigned programs and operations.
11.	Organizes, attends, or chairs a variety of administrative, staff, contractor and vendor meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
12.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
13.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
14.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
15.	Performs related duties as assigned.

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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.

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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.
