

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	District Director, Facilities Planning and Construction	Range: 30 (CL)	Management Schedule
Date Revised:	May 12, 2009	Date Approved:	September, 1986
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of the Vice Chancellor of Finance and Facilities, this position is responsible for planning, directing and coordinating the District-wide programs for facilities planning, construction and scheduled maintenance.

ESSENTIAL FUNCTIONS

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

1.	Plans, directs and coordinates activities for District-wide facilities planning, construction and scheduled maintenance functions in accordance with District policies and objectives; plans, directs and coordinates projects and activities for the construction or remodeling of facilities; assists site maintenance and operations personnel in assessing facilities needs; assures compliance with applicable laws, regulations, and contractual requirements.
2.	Directs and coordinates District-wide preventative maintenance programs, including all major infrastructure such as HVAC systems, fire alarm systems, parking lots and storm drains.
3.	Prepares required plans and manages compliance reporting with federal, state and local health and safety agencies such as OSHA, AQMD, Department of Health, fire marshal, etc.; directs and monitors implementation of the District's energy management plan.
4.	Directs the preparation of annual plans for submission to the California Community College Chancellor's Office and other agencies, including space inventories, initial project proposals and final project proposals; prepares and files required plans for facilities and scheduled maintenance; maintains inventory of architectural drawings and renderings related to District facilities projects.
5.	Establishes specifications for bidding processes for major and minor construction or repair projects; solicits proposals for contractors, architects and other major suppliers; advertises and receives bids; evaluates bids with appropriate staff and prepares recommendations for consideration by the Board of Trustees; assists with negotiations when bidding is not required; assists in the preparation and processing of contract documents.
6.	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.
7.	Works with governmental agencies and private and public partnerships to coordinate funding sources for District facilities projects; directs and coordinates the investigation, negotiation and legal requirements to acquire and dispose of property.
8.	Directs the preparation of budgets for assigned programs and services; monitors and controls budget expenditures; compiles information and prepares a variety of reports related to programs, operations and activities.
9.	Develops, prepares and maintains a variety of detailed and comprehensive reports, records and files related to assigned programs, operations and activities.

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10.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
11.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
120.	Organizes, attends, or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
13.	Learns and applies emerging technologies and advances (e.g., computer software applications, sustainable energy techniques) as necessary to perform duties in an efficient, organized, and timely manner.
14.	Performs related duties as assigned.

OTHER FUNCTIONS

In addition to the essential functions, the District Director, Facilities Planning and Construction may assist in the management and coordination of the District's hazardous materials, waste management and environmental health and safety programs.

WORKING RELATIONSHIPS

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

EDUCATION AND EXPERIENCE

Required Qualifications

Possession of a bachelor's degree from a regionally accredited institution in a field related to the assignment.

Minimum of five years of increasingly responsible supervisory experience with facilities construction and renovation projects, preferably in an educational environment.

Desirable Qualifications

Experience working with architects, engineers, contractors, inspectors, and other construction specialists.

Knowledge of California codes and regulations governing educational facility bidding and construction.

Experience in the preparation and implementation of master facility plans for a large organization.

Experience working with federal and state regulatory agencies such as OSHA, AQMD, and the Division of the State Architect.

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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and procedures related to facilities planning and construction and contractual agreements for services
Knowledge of California Community College Construction Act, Capital Outlay, 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, state laws, local legislation and regulations related to purchasing, facilities planning and construction, and labor compliance procedures
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 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 and making recommendations, particularly with respect to change orders and claims
Ability to conduct effective contract negotiations
Ability to analyze and evaluate facilities planning and construction contracts, budgets, proposals, and contractors' performance/compliance
Ability to read blueprints
Ability to interpret, apply and explain rules, regulations, policies and procedures
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.

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; requires frequent travel to other offices or locations to attend meetings or conduct work.
