

DIRECTOR OF FACILITIES

DEFINITION

The Director of Facilities is responsible for planning, controlling, supervising, coordinating, and evaluating District facilities planning and development, construction and remodeling projects; and Maintenance, Operations and Grounds developments.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the Vice President, Administrative Services.

Direction is exercised over construction, maintenance, operations, grounds and clerical personnel.

EXAMPLES OF DUTIES

Directs the long term and short term facilities planning of the District and conducts analysis to determine the need for new facilities and the remodel and repair of existing facilities.

Plans, organizes, assigns and reviews the work of the maintenance, custodial, grounds and warehouse departments in ongoing and preventative maintenance for buildings, grounds, and equipment.

Coordinates contracts, insurance and occupational safety programs related to facilities alterations with Purchasing and Risk Management departments.

Prepares the college five-year construction plan, the deferred maintenance plan and interfaces with the State Chancellor's office in regard to state funding for these and other projects.

Explains and advocates for District facilities project proposals to State Chancellor's office and other state agencies.

Coordinates facilities requirements with District managers, architects, and engineers and directs the preparation of plans, specifications and architectural/engineering drawings as necessary to implement new building projects and alterations.

Writes building construction and service contract specifications and administers construction and service contracts. Serves as owner representative and project manager on all construction projects.

Evaluates architectural, engineering and other consulting firms' ability to meet District needs and recommends the selection of architects, engineers and consultants.

Coordinates planning and design of facilities construction projects with local, state and federal agencies to obtain timely action on successive phases of project planning, design and construction.

Applies for, and coordinates, state and federal construction grants.

EXAMPLES OF DUTIES (continued)

Holds conferences with college staff, District and state administrators, and the public relating to facilities needs, funding, planning, design and safety.

Acts as the Environmental Quality Act Officer for the District.

Maintains, controls and updates the files of all construction projects and as-built drawings for all facilities and draws changes to blueprints, as needed.

Provides in-service training programs for staff on policies, work methods, materials, equipment and safety.

In cooperation with other District personnel, develops proposals and implements plans for energy conservation.

Defines standard of quality and quantity of work; inspects work in progress to check methods and ensure compliance with District standards, Building, Health & Safety and Education Codes and other applicable federal, state, and local laws and regulations.

Assure a safe environment for students, faculty and staff by inspecting and working with the safety committee.

Performs related work as required.

QUALIFICATIONS

Knowledge of:

Planning, project management principles and scheduling for large complex projects.

Administrative policies, practices and processes of local and state agencies which impact facilities planning and development.

Architecture, structural and mechanical engineering, and their application in Class I and II structures.

Methods, materials, and equipment used in the various construction, building maintenance, custodial, and grounds maintenance specialties.

Building construction and maintenance practices and laws governing construction and repair of community college buildings.

General principles and practice of construction contracts contract administration and management, research, cost analysis and control, budget, accounting and competitive bidding process.

Title 8, 19 and 24 of the California Administrative Code.

State and federal programs and grants including the State California Construction and State Deferred Maintenance Programs.

Principles and methods of modern personnel administration and management.

QUALIFICATIONS (continued)

Energy management.

Ability to:

Plan, organize and coordinate a variety of new facilities projects with maximum efficiency and cost effectiveness.

Plan and direct the maintenance and operations function.

Comprehend and evaluate complex architectural and engineering designs, plans and specifications.

Plan, schedule, direct, and control a diversified maintenance and operations work program.

Supervise the training of personnel.

Prepare a variety of narrative and technical written reports.

Communicate effectively in writing and orally.

Establish and maintain effective relationships with District personnel, officials of other agencies, and the public.

EMPLOYMENT STANDARDS

Training and Experience:

Bachelor's degree from an accredited college or university with a major in Architecture, Mechanical or Structural Engineering or a related field.

Five years of increasingly responsible facilities management experience in a California public school district, a large hospital or a community college.