

**DIRECTOR, FACILITIES PLANNING AND OPERATIONS****DEFINITION**

Under general administrative direction, plans, directs, manages and oversees the activities and operations of the District's facility and land use planning, construction maintenance and facilities maintenance and operation programs; provides a leadership role in planning and updating facilities and land use master planning for the District; supervises, monitors, reviews and audits the construction of new buildings and facilities, and the reconstruction of existing facilities and buildings; oversees, monitors, and evaluates maintenance, custodial and energy management activities for all District sites; and does other related functions as directed.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the Executive Vice-Chancellor – Fiscal Services.

Provides direct supervision to supervisory and professional staff as well as other administrative support staff, as assigned.

**EXAMPLES OF DUTIES***Facilities and Land Use Planning –*

- Provide a leadership role in planning and updating facilities and land use master planning for the District.
- Coordinate contracted work with architects, engineers, inspectors, local government officials and others pertaining to the construction of District facilities.
- Develop District's capital projects budget;
- Maintain accurate inventory of District owned property.
- Represent the District in working with state, county and city land use and planning agencies.
- Develop, submit and account for all documents required by state Chancellor's Office for state funding.

*Construction Management –*

- Administer all bids related to facilities from bid development to bid evaluation and recommendation.
- Plan, organize, coordinate and direct the construction, maintenance, repair and remodeling of District facilities.
- Monitor contractors providing construction and maintenance related services to ensure adherence to project specifications, time lines and appropriate standards of performance.
- Determine operational policies, guidelines, priorities, and the scheduling and control of various ongoing and major construction and reconstruction projects.

*Facilities Operations and Maintenance –*

- Plan, organize and direct facility and equipment preventative maintenance programs, including implementation and maintenance of a systematized data management, storage and retrieval system.
- Plan, organize and direct a program of inspection and review of facilities and equipment, to ensure that potential safety hazards are corrected and prevented, and that energy systems are in place and are operating at an optimal level.
- Plan, organize, develop and implement operational procedures to ensure adherence to a cost effective and cost beneficial operational mode, and to ensure that appropriate quality control and performance standards are maintained.
- Counsel and advise District personnel and members of the education community regarding construction, operation and maintenance related problems and concerns.
- Participate in the budget planning process, including the determination of maintenance materials, supplies, equipment and service needs.
- Plan, develop and conduct personnel evaluations assigned professional and technical personnel.
- Assist in the conduct of various personnel management processes of subordinates, as needed.
- Perform other duties as assigned.

**TYPICAL WORKING CONDITIONS**

- Work is generally performed in a standard office environment.
- Work may require occasional evening and weekend hours.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Principles, methods, techniques and strategies pertaining to comprehensive planning, construction management and maintenance program;
- State Chancellor's Office guidelines relative to facilities planning and construction guidelines.
- Equipment, materials and supplies commonly utilized in the planning, construction and maintenance of facilities, offices and equipment;
- Legal mandates, District policies, regulations and operational procedures pertaining to the maintenance, repair, construction of agency facilities and equipment;
- Principles, methods, techniques and strategies pertaining to capital budgeting, project management and computer software technology related thereto;
- Practices, procedures and trends of management, organization and supervision.

**Ability to:**

- Effectively and efficiently plan, organize and direct the functions and activities of a comprehensive facility planning, construction and maintenance program;
- Plan, organize, assign, direct, and evaluate the functions and activities of construction process ;

- Establish and maintain an effective data management, storage and retrieval system;
- Prepare, interpret and work from plans, specifications, schematics, diagrams and drawings;
- Communicate effectively in oral and written form with a diverse constituency;
- Understand and carry out oral and written directions with minimal accountability controls; use independent judgment
- Establish and maintain effective organizational relationships.

### **Licenses and Certificates:**

Possession of valid California Motor Vehicle Operator's License

### **Physical and Mental Standards:**

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

### **Education and Experience:**

*Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

Education: Equivalent to the completion of an Bachelor of Arts in business, engineering, architecture, construction management or related field supplemented by advanced training or course work in organization, supervision and operational management.

Experience: Four years of increasingly responsible management experience in the planning, construction, maintenance, operations and repair of large buildings and equipment, including two years in a supervisory capacity.