

|  |  |  |  |
| --- | --- | --- | --- |
| **DIRECTOR, FACILITIES** | | | |
| **Reports to:** | Vice President, Business & Administrative Services |  |  |
| **Dept:** | Facilities | **Range:** | CM-19 |
| **FLSA:** | Exempt | **EEO:** | Executive/Administrative/Managerial |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

**BASIC FUNCTION:**

Under general direction, plan, organ­ize, control and direct the operations and activities of the Facilities department including the maintenance, repair and capital projects related to campus buildings/facilities, grounds, vehicles and equipment; develop and prepare the department budget; and perform related duties as assigned.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Plan, organize, direct, control, integrate and evaluate the work of Facilities personnel; with managers, develop, implement and monitor work plans to achieve goals and objec­tives; contribute to the development of and monitor performance against the annual depart­ment budget; manage and direct development, implementation and evaluation of plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
2. Direct and manage the performance of Facilities staff; direct and oversee the selec­tion of managers and staff; establish perform­ance requirements and personal development targets for direct reports; regularly monitor performance and provide coaching for perform­ance improvement and development, in accord­ance with district human resources policies and labor contract agree­ments.
3. Provide day-to-day leadership and work with staff to ensure a high-performance, service-oriented work environment that supports achieving the department’s and district’s mission, objectives and values.
4. Plan, organize, prioritize and schedule through subordinate managers/supervisors the maintenance and repair of district vehicles and equipment, grounds, buildings and related facilities and custodial services; review and evaluate priorities, activities and work assign­ments with managers/supervisors and provide expertise in resolving operational and main­tenance issues; direct response to and recovery of service during emergencies, as well as planned and unplanned facility closures or operation stoppages.
5. Provide assistance in planning, developing and preparing for major construction, renovation, remodeling, maintenance and repair of district buildings, grounds and facilities; develop and maintain energy and water conservation programs; plan, prepare and submit capital facility plans including Space Inventory, the district’s Facilities Master Plan, Five-Year Maintenance Plan and Five-Year Construction Plan.
6. Prepare Requests for Qualifications/Proposals for outside services; manage the service provider, consultant or contractor selection process; negotiate contracts; plan, schedule and oversee the work of contracted services; develop and manage project scope, cost estimates and budgets.
7. Direct and manage contracted construction project managers, architects and other consult­ants; ensure projects are constructed in a safe and cost-effective manner that are to specifi­cation, within budget and in compliance with grant and/or regulatory requirements; coordin­ate construction activities with other district departments, local public works departments and utilities; manage and resolve changes in schedules, design and project plans; inspect in-progress construction projects and approve progress payments.
8. Ensure strict safety policies and safe work procedures; ensure safety equipment is in sound working condition and that department employees have participated in safety training; ensure ongoing facilities safety inspections to ensure compliance with building, fire and safety codes; investigate accident reports involving Facilities personnel.
9. Researches, evaluates and integrates new work practices, technology and systems to enhance produc­tivity; performs project management duties; prepares purchase orders, inventory and tracking reports, quality-control reports, personnel action reports and accident reports as necessary.
10. Periodically review and evaluate required inspection and maintenance programs to ensure compli­ance with regulatory permits, rules and regulations and to ensure the district meets accreditation and ADA requirements; prepare a variety of mandated monthly, quarterly and annual reports to regulatory agencies includ­ing the Air Pollution Control District, Fire Marshall’s Office and Regional Water Control Board; develop plans and procedures to meet regulatory testing, safety and compliance require­ments; manage hazardous waste and materials management program.
11. Serve as the department’s representative to professional and industry groups, community groups, regulators and other agencies.

**OTHER DUTIES:**

1. Provide technical expertise and information to district board and personnel, external inspectors, and local, state and federal agencies.
2. Assist with planning for bond measures and/or identifying funding sources for facilities programs.
3. Prepare, monitor and authorize expenditures against Facilities and Capital Construction budgets.
4. Respond to surveys as requested and prepare management information reports as needed.
5. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

1. Advanced principles, practices, methods and techniques of program, administrative and organizational analysis, planning and management as applicable to assigned area.
2. Advanced principles, practices and techniques used in the analysis, evaluation, design, planning and project management of a large facilities construction, maintenance and repair program.
3. Capital project management principles, practices and methods for planning, designing, budgeting, scheduling and administrative practices/policies.
4. Principles and practices of public administration, including compliance, purchasing, contract­ing and maintaining public records.
5. Principles, practices and methods of budget development and management and grant track­ing and monitoring.
6. Federal, state and local laws, policies and directives applicable to areas of responsibility.
7. Research methods and statistical analysis techniques.
8. Principles and practices of sound business communication.
9. Research methods and analysis techniques.
10. Principles and practices of effective management and supervision.
11. District human resources policies and labor contract provisions.
12. Safety policies and safe work practices applicable to the work.

ABILITY TO:

1. Plan, organize, manage, assign, delegate, review and evaluate the work of staff and contractors engaged in facilities, grounds, custodial and vehicle/equipment maintenance, repair and/or construction.
2. Understand, interpret and apply policies and procedures, regulations, government and state code, and other applicable laws.
3. Interpret and prepare complex plans, documents and financial reports.
4. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
5. Organize, set priorities and exercise expert, independent judgment within areas of responsi­bility.
6. Develop and implement appropriate policies, procedures and controls.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Communicate effectively, both orally and in writing.
9. Understand, interpret, explain and apply applicable laws, codes and ordinances.
10. Represent the district effectively in dealings with contractors, regulatory and governmental agencies and the public.
11. Present proposals and recommendations clearly, logically and persuasively.
12. Operate a computer and standard business software.
13. Work collaboratively with other directors and managers and provide expert advice and counsel to develop solutions to complex issues.
14. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
15. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
16. Establish and maintain effective working relationships with all those encountered in the course of work

**EDUCATION AND EXPERIENCE:**

Graduation from an accredited four-year college or university with a bachelor’s degree in civil engineering, construction/facilities management, public administration or a related field, and six years of progressively responsible management and administrative experience in facilities planning, construction, maintenance and operations; or an equivalent combination of training and experience. Experience in a public agency is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

Certification as a Construction Project Manager is highly desirable.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Facilities Manager, Facilities Assistant, Grounds Supervisor, Custodial Supervisor, Lead Vehicle and Equipment Mechanic and Vehicle and Equipment Maintenance Mechanic.

**CONTACTS:**

District administrators, faculty, staff, students, contractors and service providers, regulatory and governmental agencies, business and community organizations and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to work at a computer, including repetitive use of a computer keyboard, mouse or other control devices; ability to travel to a variety of locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to concentrate on detailed tasks for extended periods and/or intermittently while attending to other responsibilities; ability to work effectively under pressure on multiple tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily an office environment. Subject to frequent interruptions by individuals in person or by telephone; intermittent exposure to individuals acting in a disagreeable fashion. May work at any district location or authorized facility with occasional evenings and/or week­ends on an as-needed basis. Occasional local travel may be requested.