



EXECUTIVE DIRECTOR, FACILITIES AND OPERATIONS

DEPARTMENT:

COLLEGE: Central Services

SALARY GRADE: [A2/A3 - M](#)

POSITION PURPOSE

Reporting to the Vice Chancellor of Business Services, plans, organizes, and provides leadership in the development, administration and direction of District construction and renovation projects; prepares long-range Deferred Maintenance programs. Negotiates contracts for the District to lease privately owned buildings and spaces; performs liaison duties with city, county, state government and other regulatory agencies regarding facility use, traffic interaction, utilities and commercial leases; establishes energy conservation policies and projects. Supervises, develops, and evaluates Plant Services employees; administers terms and conditions of a bargaining unit contract; and performs other related duties as assigned.

NATURE and SCOPE

The Executive Director of Facilities and Operations oversees and directs District wide planning, design, construction, maintenance and operations of facilities and transportation and is responsible for developing construction and maintenance requirements, seeking funding and allocation of all facilities and transportation related funding.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Oversee capital outlay, deferred maintenance and hazardous funding; act as a liaison with state offices.
2. Monitor Bond Measure construction projects, maintains and initiates schedule changes as necessary; directs and reviews the work of architects and other consultants.
3. Ensure that the District meets regulatory requirements; establish local policies and procedures; conform to Federal, State and local regulations while continuing operation.
4. Develop long and short range plans, identify alternative funding possibilities; submit capital outlay funding requests; and obtain other state funding.
5. Establish and administer facilities and transportation related budgets; insure the college facilities and transportation equipment meet educational needs.
6. Support, implement, and promote compliance with the District's Diversity Equal Opportunity Plan in all aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs, and services.
7. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintains a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.
8. Responsible for promoting, and enforcing the District's commitment to safety by ensuring that all employees in the Division receive appropriate training in hazardous materials handling, storage, and disposal and that training is updated as required. Accountable and liable for department or division non-compliance with hazardous materials regulations.
9. Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. State Capital Outlay Program.
2. Project and construction management.
3. Hazardous materials regulations, contract law, and Office of Regulation Services policies.
4. High voltage electrical distribution system.
5. Uniform Building Code, California Architectural Barriers Laws, California Occupational Safety and Health Act, American with Disabilities Act.
6. California Public Contracts Code.
7. State labor laws, including Workers' Compensation and other related statutes.
8. State funding administration preferred.
9. Business management.
10. Principles and practices of higher education organization and structures.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Communicate effectively both orally and in writing, including writing complex proposals and producing written market-oriented material.
3. Manage major construction and renovation projects effectively.
4. Understanding of and with extensive experience in, the application of principles of project management and supervision.
5. Extensive experience in the application of organizational skills for; leadership, supervisory duties, time management and problem solving.
6. Advanced presentation skills.

Education and Experience:

1. Bachelor's degree in a related field.
2. Experience working with oversight committees and local/state authorities.
3. Five (5) years directing a major planning, design and construction program in excess of \$100M.
4. Five (5) years directing and supervising maintenance and operations in an institutional environment.

Preferred Qualifications:

1. Masters degree in related field.
2. Ten (10) years directing and supervising facilities related planning, design, construction, maintenance and operations in an institutional environment.
3. Registration as a Professional Engineer or Architect in California.

WORKING CONDITIONS:

Environment:

1. Typical office environment; subject to travel to conduct work

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.

5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

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