

**DIRECTOR, COLLEGE OPERATIONS**

**DEPARTMENT:** *Administrative Services*

**COLLEGE:** *De Anza*

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

**POSITION PURPOSE:**

*Reporting to the Vice President, supervises and coordinates the activities, services, operations and budgets for Bond Measure projects; oversees the supervision of mail services, grounds and custodial services, Furniture Fixtures and Equipment, and printing services; acts as a liaison to Campus Security, and District Facilities.*

*Responsible for major renovations and new construction of facilities Responsible for disaster preparedness, safety and hazardous materials management, and college environmental issues.*

**NATURE and SCOPE:**

*The Director plans and directs the implementation of bond measure projects. Coordinates facilities use and temporary location and relocation of instruction due to construction. Directs related resources such as personnel, budget and independent contractors. Coordinates custodial assistance, repairs and routine maintenance as well as on going facility needs. Leads various design teams and interfaces with architects, construction manager, contractors, and engineers.*

**KEY DUTIES and RESPONSIBILITIES:**

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

- 1. Monitor construction projects, maintain and initiate schedule changes as necessary; coordinate activities with construction manager, Bond Program manager, FF&E coordinator, and other appropriate college and district personnel.*
- 2. Direct and review the work of architects and other consultants for closing construction projects at De Anza College.*
- 3. Plan, supervise, and coordinate moves for all college departments and divisions.*
- 4. Coordinate work of maintenance personnel regarding methods and procedures of work, supplies and equipment requirements.*
- 5. Assist in overall planning and decision making for routine maintenance, repairs and on going college facility needs.*
- 6. Assist the Vice President in preparing, submitting and reviewing construction projects and maintenance cost estimates.*
- 7. Prepare, revise, and monitor budgets for all construction and renovation projects.*
- 8. Supervise and coordinate activities, service operation, and budget for grounds and custodial.*
- 9. In conjunction with the construction manager, review architectural drawings, correct and improve any errors, omissions, problems and design changes.*
- 10. Approve contractor work; ensure construction work complies with safety laws and regulations.*
- 11. Interface with the Division of the State Architect (DSA).*

12. *Work with architect to update signage standards and ensure all new signage complies with codes.*
13. *Coordinate process for art installations; manage committee selection processes, schedules, invoices, develop policies and procedures.*
14. *Oversee facilities rental program.*
15. *Plan and direct temporary facilities use and relocation due to construction, including coordinating problems that arise due to schedule completion.*
16. *Inspect buildings and identifies maintenance and repair requirements; prepare work requests to accomplish work.*
17. *Ensure work accomplished complies with current building codes, construction and safety laws and regulations.*
18. *Supervise and ensure environmentally sound practices.*
19. *Chair relevant college committees.*
20. *Support, implement, and promote compliance with the District's Diversity Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, programs, and services.*
21. *Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.*
22. *Responsible for promoting and enforcing the District's commitment to safety by ensuring that all employees in the department receive appropriate training in hazardous materials handling, storage, and disposal and that training is updated as required.*
23. *Perform other related duties as assigned.*

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. *Construction management and workflow.*
2. *Job cost accounting.*
3. *Uniform Building Code (UBC), California Architectural Barrier Laws (CALABL), California Occupational Safety and Health Act (CalOSHA), California Public Contracts Code, Americans with Disabilities Act (ADA), and other related statutes.*
4. *State of California Capital Outlay and Deferred Maintenance Programs for community colleges and the Division of the State Architect (DSA).*
5. *California Public Contracts Code and Education Code.*
6. *Legal and practical aspects of project design, bidding, management, and "close-out" of construction contracts.*
7. *Generally accepted construction principles and practices as related to public works and schools.*
8. *Methods of purchasing and contract administration in a community college environment.*
9. *Methods, practices, equipment and supplies used in facility maintenance and construction.*
10. *HAZMAT and SEMS regulations and requirements.*
11. *Principles and practices of educational organizations and structures.*
12. *Understanding and implementation of shared governance, teambuilding and collaborative decision-making process within and across division/department lines.*

### **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.*
3. *Determine the need for maintenance and repairs and to plan and schedule such work.*

4. *Develop and implement strategic planning processes.*
5. *Prepare and interpret plans and specifications.*
6. *Estimate costs of maintenance and construction projects.*
7. *Manage major construction and renovation projects efficiently.*
8. *Proven leadership and management.*
9. *Work effectively with diverse students, staff, faculty and administrators individually and as team members.*
10. *Interpersonal skills.*

**Education and Experience:**

1. *Bachelor's degree in a related field.*
2. *Four years experience in an administrative capacity.*
3. *Experience in budget preparation and administration.*
4. *Experience in construction/facilities management.*

**License and Certifications:**

1. *Possession of a valid California Drivers License.*

**WORKING CONDITIONS:**

**Environment:**

1. *Typical office environment; subject to some travel to conduct work and physical activities.*

**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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*Creditable Service: PERS*