



EXECUTIVE DIRECTOR, FACILITIES AND OPERATIONS

DEPARTMENT: Operations

COLLEGE: Central Services

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

POSITION PURPOSE

Reporting to the Vice Chancellor of Business Services, this position provides guidance and leadership in the development and administration of the District's maintenance, operations and construction departments. It oversees a \$1.3 million Facilities and Operations operating budget, a recently passed \$898,000,000 million general obligation bond (Measure G), as well as the closeout of the previous Measure C bond projects. It is also responsible for managing other special designated revenue sources for campus facility improvements, such as energy efficiency, scheduled maintenance state funding and campus designated capital outlay projects. This position's primary responsibilities include overseeing all day-to-day operations of the Facilities and Operations departments (Custodial and Grounds of Foothill College and Maintenance/Trades for the entire district), oversight of various levels of construction projects, bond planning and development, review of environmental sustainability opportunities and compliance with all local, state and federal requirements related to its work and activities.

NATURE and SCOPE

The Executive Director of Facilities and Operations oversees and directs Districtwide planning, design, construction, maintenance and operations of facilities and transportation and is responsible for developing construction and maintenance requirements, seeking and managing a variety of funding sources, and allocation of all facilities and transportation budgets.

Day-to-day duties include oversight of custodial, grounds, warehouse and trades activity, planning, organizing, and providing direction and guidance for construction and renovation projects, preparing long-range deferred maintenance plans and programs to minimize repairs and downtime, and negotiating construction and maintenance contracts for the District. This position serves as the district liaison with city, county, state government and other regulatory agencies regarding facility use, traffic interaction, utilities and logistical support for commercial leases. Management of cell tower leases, negotiation of utility contracts and compliance with local, state and federal reporting requirements related to construction, energy use and other facility responsibilities is part of this position.

Foothill-De Anza Community College District has a strong commitment to environmental sustainability. This position supports that commitment by establishing energy and water conservation policies and projects, as well as identifying methods to reduce the District's carbon footprint and be a leader in supporting environmentally friendly buildings and policies. As part of this charge, the Executive Director will oversee the Energy and Emissions Committee, a group assigned the task of creating a districtwide energy plan and providing recommendations for leading the District to a "carbon free" footprint.

The position directly supervises seven employees, as well as providing oversight and guidance for the development and evaluation of Plant Services employees, administering the terms and conditions established in applicable bargaining unit contracts, and performing other related duties as assigned.

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 project funding; act as a liaison with state offices.
2. Monitor Bond Measure construction projects, maintain and initiate schedule changes as necessary; direct and review the work of architects and other consultants.
3. Serve as primary contact for Citizens' Bond Oversight Committee.
4. Ensure that the District meets regulatory requirements; establish local policies and procedures; conform to Federal, State and local regulations while continuing operation.
5. Develop long and short range maintenance and facility plans, identify alternative funding possibilities; submit capital outlay funding requests; evaluate and pursue other state and local funding opportunities as appropriate.
6. Establish and administer facilities and transportation related budgets; ensure the college facilities and transportation equipment and services support educational needs.
7. Oversee Facility Master Plan (FMP) development and life-cycles of the FMP.
8. Demonstrate knowledge of and experience with a variety of capital project delivery methods, including Design-Bid-Build, Design Build, Lease-Lease-Back, Construction Management At-Risk, etc.
9. Provide oversight of all bond activities to include project conception to closeout.
10. Manage all districtwide building drawings, development plans, easements and other records associated with Facilities & Operations, including maintenance of records associated with bond dollars.
11. Manage cell sites and cell tower lease agreements, including all coordination with oversight entity of access, maintenance and upgrades for those sites.
12. Attend any/all City Council meetings pertaining to any Citywide Ordinances that affect District activities or interests.
13. Attend all Board meetings with items related to Facilities and Operations Department, Bond Measures, and Citizens' Bond Oversight Committee.
14. Serve on applicable district and campus committees as needed to represent and provide information related to facilities, operations and bond activities.
15. Within the designated signatory authority, review and if applicable authorize any/all Independent Contractor Agreements, Agreements for Services, Agreements for Design Services and/or other applicable proposals and documents; review and approve corresponding Purchase Requisitions as it relates to the Facilities and Operations Division.
16. Attend all Owner's Meetings for both Foothill and De Anza campuses.
17. Coordinate with Environmental Health and Safety Department to ensure the District is in compliance with all hazardous waste encountered or generated by any/all projects under the supervision of Facilities and Operations Division.
18. Manage exchanges of information with District and college management, staff, Facilities Managers, vendors, business representatives, consultants, contractors, other educational institutions, regulatory agencies and other organizations regarding planning, implementation, and scheduling of construction, repair and maintenance projects.
19. 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.
20. 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.
21. 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.

22. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

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

Skills and Abilities:

1. Understand and demonstrate 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. Understand and demonstrate extensive experience in the application of principles of project management and supervision.
5. Possess 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. Two (2) years administrative/management experience
3. Two (2) years facilities and operations experience
4. Experience working with oversight committees and local/state authorities.

Preferred Qualifications:

1. Master's degree in related field.
2. Five (5) years directing a major planning, design and construction program in excess of \$500M.
3. Five (5) years directing and supervising maintenance and operations in an institutional, preferably educational environment.
4. Ten (10) years directing and supervising facilities related planning, design, construction, maintenance and operations in an institutional, preferably educational environment.
5. 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.

Date Approved: April 2005; Revised: March 2014, June 2020

Ed Code: H-11

Creditable Service: PERS