

Position: Director, Facilities Planning	Position Number:
Department: Maintenance	FSLA: Exempt
Reports to: Vice President, Administrative Services	Salary Grade: 127

Summary

Reporting to the Vice President, Administrative Services, the Director is responsible for overseeing and coordinating all phases of facility planning and construction for the District. Coordinates departmental activities with other departments and outside agencies.

Essential Duties and Responsibilities

- Under direction of the Vice President, Administrative Services, assist with long-term Districtwide capital facilities planning integrating all locations to assure a high quality, low total cost of ownership (TCO) District facilities.
- Administer and supervise all phases related to maintenance, facilities planning, safety and health hazards.
- Assure compliance with laws, codes, regulations, and health and safety precautions related to maintenance and operations activities.
- Serves as Project Manager and/or Owner's Representative for capital construction projects. Develops and coordinates procedures for dealing with independent contractors.
- Coordinates department activities with those of other departments and outside agencies and organizations.
- Oversee alteration, construction, and remodeling of facilities, parking lots, and athletic facilities. Prepares cost, time and labor estimates.
- Communicate and work with staff, consultants, engineers, architects, and contractors to assist and help ensure compliance with the specified scope of projects and assist with the construction design.
- Leads energy efficiency and sustainability efforts for the District.
- Incumbent will act as one of the District environmental health and safety designees to maintain compliance with CalOSHA and related rules. Incumbent will attend periodic training workshops to stay current on rules, and will direct risk management staff in routine duties to ensure ongoing compliance.
- Assists in the preparation of plans and bids for major construction projects. Contracts for labor and materials. Manages contracts for the department.
- Manages the development and oversees implementation of the goals, objectives, policies, and priorities for each assigned service area.
- Manages and allocates resources for projects and programs, yielding the optimal return to the College.
- Communicate with other administrators, vendors, State and government agencies and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Selects, trains, motivates, and evaluates personnel. Provides or coordinates necessary staff training.
- Assists in the development and administration of the facilities Budget, processes expenses ensuring proper use of labor and materials.
- Prepares the District 5-Year Construction Plan, 5-Year Scheduled Maintenance & Special Repairs Program Plan, and Space Inventory Report.
- Serves as Chair of the Facilities Planning Committee.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

Requires specialized professional knowledge of building maintenance, operations, and capacity and space planning. This includes knowledge of complex practices and principles of planned and routine maintenance and construction concepts that include the installation, operation, maintenance and repair of the lighting, air conditioning, electrical, plumbing, carpentry, masonry, painting, locksmithing, welding and other mechanical systems. Requires a thorough knowledge of the UBC including public school regulations for accommodating the handicapped. Must know the rules, regulations and safety orders of the Division of Industrial Safety as applied to construction, operation and maintenance of buildings. Requires skills in preparing reports, budgets and correspondence. Must have full awareness of regulations, policies, codes and laws applicable to the position. Requires well-developed human relations skills to build an effective team, convey technical and contractual terms, and work with administrators, contractors, and prepare and develop communications to public meetings.

Abilities

Must be able to plan, organize, direct and coordinate the work of supervisory, professional, and trades personnel; delegate authority and responsibility; prepare and administer large and complex projects and budgets. Must be able to allocate limited resources in a cost-effective manner; and have the ability to sequence and execute a high volume of work projects. Must be able to prepare clear and concise reports. Must have the ability to read, understand, and interpret plans, blueprints, and specifications for building and grounds projects as well as the ability to prepare cost estimates, write construction or equipment specifications, and prepare bids.

▪ **Physical Abilities**

Requires sufficient ambulatory ability to inspect premises, including some ability to bend, stoop, and walk in confined areas. Sufficient visual acuity to read detailed drawings, recognizing words and numbers. Sufficient auditory ability to carry on conversations in person and over the phone and make presentations to large audiences. Normally works in an office setting with minimal exposure to safety or health hazards. May periodically work outside with exposure to inclement weather.

▪ **Education and Experience**

The position typically requires an Associate's degree with major coursework in engineering, architecture, industrial technology or a related field plus mastery of at least one of the technical trades plus 6 years increasing responsibility in building maintenance and operations including 3 years supervisory experience. A Bachelors degree in civil engineering or construction management is preferred and will substitute for some experience.

▪ **Licenses and Certificates**

- A valid driver's license.
- Project Management Certificate desirable.