

Position: Director, Physical Plant and Construction Services

Summary

Plans, supervises, assesses, evaluates, the activities and operations of the Facilities department including planning, capital construction projects, maintenance, and energy management. Leads and oversees the Facilities Manager and the Operations Manager in the provision of custodial services, events management, groundskeeping and facilities maintenance. Oversees, facilitates, and monitors capital projects. This position also provides complex administrative support to the Vice President, Business Services.

Distinguishing Career Features

The Director, Physical Plant and Construction Services reports to the Vice President, Business Services and is responsible for maintenance, grounds, custodial services, energy management, and construction. The Director requires ability to sequence, integrate, and complete multiple projects and programs, assure that workmanship complies with applicable codes, and assure accessibility of all campus facilities.

Essential Duties and Responsibilities

- Establishes goals and objectives for facilities and capital projects. Provides guidance to day-to-day maintenance and operations. Coordinates capital project activities.
- Participates in developing short-and-long range facilities plans. Directs and evaluates growth, classroom, office, and public space needs and technology features. Develops proposals that optimize use of existing resources.
- Participates in discussions and planning for new capital construction and major renovations. Directs and participates in data gathering, architecture's design and construction proposals, bids and contracts.
- Serves as the District's internal project manager for large scale capital projects. Serves as a liaison to construction management, architect and engineering firms, and building code inspectors.
- Monitors remodel and repair construction projects performed by maintenance staff or contractors including planning, design, oversight, and inspection.
- Provides leadership in the new and emerging technologies.
- Leads, trains, supervises, evaluates and provides information to staff to enhance their ability to accomplish the unit's objectives, vision, and mission. Certifies payroll for assigned personnel. Applies the terms and provisions of applicable collective bargaining agreements; state and federal laws; and District Board Policies and Administrative Procedures in personnel matters.

- Prepares work-in-progress reviews for on-going construction programs. Meets with staff and outside contractors to review work-in-progress, identifying and resolving problems as they occur.
- Ensures that all construction and remodeling complies with applicable building codes and regulations relating to school and public building construction. Establishes standards and suitability requirements for construction equipment, materials, and workmanship.
- Directs the energy conservation programs for the District. Oversees systems and data management for optimizing energy conservation in classrooms, meeting rooms, and public areas.
- Represents the Department to other departments, advisory boards, and outside agencies. Explains programs, policies, and activities.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures. Assesses and monitors work load, administrative and support systems, and internal reporting relationships. Identifies opportunities for improvement. Directs the implementation of changes.
- Provides staff assistance to the executive team on matters relating to facilities planning, capital projects, maintenance, and operations. Prepares and presents staff reports and other necessary correspondence.
- Directs and coordinates District-wide preventative maintenance programs, including all major infrastructure such as HVAC systems, fire alarm systems, parking lots and storm drains.
- Organizes, attends, or chairs a variety of administrative and staff meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District personnel.
- Prepares required plans and manages compliance reporting with federal, state and local health and safety agencies such as OSHA, AQMD, Department of Health, fire marshal, etc.; directs and monitors implementation of the District's energy management plan.
- Directs the preparation of annual plans for submission to the California Community College Chancellor's Office and other agencies, including space inventories, initial project proposals and final project proposals; prepares and files required plans for facilities and scheduled maintenance; maintains inventory of architectural drawings and renderings related to District facilities projects.
- Learns and applies emerging technologies and advances (e.g., computer software applications, sustainable energy techniques) as necessary to perform duties in an efficient, organized, and timely manner.
- Establishes systems for financial management of projects. Oversees and prepares cost, time, and labor estimates. Facilitates preparation of plans, specifications, and bids for major construction projects, including materials, labor, and services.
- Ensures that the District is in compliance with appropriate laws, codes, and regulations regarding construction, building safety, and safe work practices.
- Plans, designs, and implements a facilities usage process for the District. Recommends appropriate rules and policies for usage.

- Ensures staff training on safe work practices and programs in areas to include asbestos, hazardous materials, and energy management.
- Remains current on legislation and regulations affecting assigned area. Adjusts programs and/or services to assure legal compliance.
- Oversees the transportation program and fleet, overseeing outsourcing of vehicles, and assuring that the District-owned fleet is properly maintained and safe.
- Ensures accuracy of print and online publications related to the area of responsibility.
- Establishes and maintains automated work order processing systems.
- Develops and monitors budgets and maximizes financial resources.
- Anticipates, prevents, and resolves conflicts and problems under areas of supervision.
- Represents the District in community, state, and national organizations and meetings as assigned.
- Participates on or chairs committees, task forces, and special assignments.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Prepares recommendations and/or contracts as appropriate and submits them to the administration and/or the Board of Trustees for consideration.
- Attends Board of Trustees and Citizens Bond Oversight Committee meetings as assigned.
- Performs other related duties as assigned.

Qualifications

Minimum Qualifications for Education and Experience

Requires a bachelor's degree or the equivalent with major course work in related field; five years of increasingly responsible experience related to this position. Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of the student, community, and employee population.

Knowledge and Skills

The position requires professional knowledge of:

- Philosophy and objectives of the community college.
- Principles of functional leadership, training and performance evaluation.
- Pertinent federal and state laws and regulations.
- Strategic planning in organization and management practices, assessment, analysis and evaluation of programs, policies and administrative needs.
- Computer applications, operating systems, hardware, telecommunications, and network systems.
- Operational characteristics, services and activities of construction and engineering of commercial structures.
- Principles and practices of structure design, code compliance, accessibility, and construction project management.
- Federal, state, and local laws, codes and regulations affecting structural integrity of and access to facilities.

- Financial management in facilities planning and maintenance and operations, including but not limited to financial performance analysis, budget preparation, and administration.

The position requires demonstrated skills in:

- Developing assessment that enhances student and outcomes.
- Organizing work and building an effective team to meet the needs of the assigned areas.
- Oral and written language sufficient to prepare reports and professional correspondence.
- Human relations/interpersonal skills to conduct performance reviews, deliver presentations, and convey technical information to a wide variety of audiences.
- Use of computers, common office productivity software, specialized software for construction, and automated work order systems.
- Advanced math in order to perform forecasting and statistical/numerical analysis.

Abilities

This position requires the ability to:

- Learn, interpret, and ensure compliance with state and federal laws, Title 5, and other federal and state regulations as related to the responsibilities of the position.
- Be open to change and new methods in the assigned area of responsibility.
- Continuously engage in learning and self-improvement.
- Meet change with innovation to promote and meet the college mission.
- Organize, plan, develop, and write new programs, develop new concepts, analyze outcomes, and prepare clear and concise reports.
- Guide and direct others in goal achievement.
- Direct and facilitate development of personal and team perspectives, and develop and deliver training programs.
- Develop and monitor budgets and maximize financial resources.
- Work cooperatively and productively with internal and external constituencies.
- Advocate for shared governance, collegiality, staff cohesiveness and for the core values of the institution.
- Plan, organize, direct and coordinate the work of supervisory management, professional and trades personnel, delegate authority and responsibility, and prepare and administer large and complex budgets.
- Allocate limited resources in a cost-effective manner and sequence and execute a high volume of work projects.
- Administer large-scale capital projects and coordinate design and construction.
- Interpret statistics, trends, and forecasts.
- Read, understand, and interpret drawings, 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

This position requires the physical ability to:

- Function in an office environment performing work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales, including some bending, stooping, climbing, and walking in confined areas with or without accommodation.
- The person in this position frequently communicates with members of the campus community through various modalities. Must be able to exchange accurate information in these situations.
- Must be able to recognize printed material (printed or online) more than 50% of the expected work time.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.

- Requires sufficient visual acuity to read detailed drawings including construction blueprints and related work products, observe work and construction, and recognize words and numbers with or without accommodation.
- Work a flexible schedule which may include evenings, weekends, and split schedules.

Licenses and Certificates

Requires a valid driver's license.

Working Conditions

Work is performed indoors and outdoors where some safety considerations exist from proximity to machines, materials, and environmental considerations.

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