

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR, FACILITIES, OPERATIONS & PLANNING

DEFINITION

Under general direction, plans, organizes, and manages all functions and activities of the Facilities, Operations & Planning Department, including planning, design, construction, renovation, plant operations, custodial operations, and maintenance and repair of buildings, facilities, grounds, fleet, and equipment; coordinates assigned activities with other District departments, staff, and outside agencies; provides highly responsible and complex professional assistance to the Vice President, Business and Financial Affairs in areas of expertise; supervises and evaluates the performance of assigned staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President, Business and Financial Affairs. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff, directly and through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

This is a Department Director classification that oversees, directs, and participates in all activities of the Facilities, Operations and Planning Department, including short- and long-term planning, development, and administration of departmental policies, procedures, and services. This class provides assistance to the Vice President, Business and Financial Affairs in a variety of administrative, coordinative, analytical, and liaison capacities.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Assumes full management responsibility for all Facilities, Operations & Planning Department programs, services, and activities, including the planning, design, construction, renovation, plant operations, custodial operations, and maintenance and repair of buildings, facilities, grounds, fleet, and equipment; establishes and maintains departmental and project timelines and priorities; ensures related activities comply with established standards, requirements, laws, codes, rules, regulations, ordinances, policies and procedures.
2. Collaborates and communicates with other District departments and staff to develop and implement effective facilities planning and management programs; directs the preparation of long-range facility plans and specifications; prepares applications for state and federal construction funds; prepares and submits various reports regarding District building projects and the District's Five-Year Construction Plan and Scheduled Maintenance Program.
3. Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; coordinates with legal counsel to determine District needs and requirements for contractual services; evaluates proposals and recommends project award; negotiates and administers contracts and agreements.
4. Directs and monitors the District's electronic energy, fire and intrusion alarm system; evaluates usage and makes appropriate adjustments and modifications.
5. Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within District policy, appropriate budget, service, and staffing levels.
6. Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
7. Selects, trains, motivates, and directs department staff; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance

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- evaluations; coaches staff toward improved performance; implements discipline and termination procedures; responds to staff questions and concerns.
8. Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
 9. Directs the District's bond programs; oversees the work of architects, program managers, construction managers, contractors, and other design professionals; reviews the design, materials, and process proposed in connection with new construction or major repairs for District facilities and improvements.
 10. Conducts a variety of analytical and operational studies regarding departmental and programmatic activities; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
 11. Attends and participates in professional group meetings and various District committees and advisory groups; stays abreast of new trends and innovations in the field of facilities planning and management and other programs and services as they relate to the area of assignment.
 12. Maintains and directs the maintenance of working and official departmental files.
 13. Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
 14. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Vice President, Business and Financial Affairs.
 15. Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
 16. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
 17. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Technical aspects of facilities planning, construction, and maintenance, including HVAC, electrical distribution, plumbing, fire/life safety, carpentry, hardware, underground water, wastewater, and electrical distribution infrastructure.
- Principles and practices of long-term facilities planning and maintenance.
- Principles, practices, methods, and procedures related to construction and project management.
- Architectural and engineering plans and specifications.
- Applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures relevant to assigned programs, projects, and operations.
- Contemporary issues of inclusion, social justice, diversity, access, and equity as related to higher education.
- Methods and techniques for the development of presentations, business correspondence, research and reporting, and information distribution.
- Principles and practices of record keeping.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- English usage, spelling, vocabulary, grammar, and punctuation.

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- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.

Ability to:

- Provide administrative and professional leadership and direction for the department and assigned program areas.
- Develop and implement goals, objectives, policies, procedures, and work standards for assigned program areas.
- Develop and monitor budgets and effectively utilize resources.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical ability, and ethnic backgrounds of community college students.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures.
- Plan, organize, control and direct District-wide operations and activities involved in the planning, design, inspection, cleaning, construction, renovation, maintenance, and repair of buildings, facilities, grounds, and equipment.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel
- Delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff; train staff in work methods and procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of public works programs and administrative activities.
- Effectively represent the District and the department in meetings with various educational, business, professional, regulatory, and legislative organizations.
- Conduct effective negotiations and effectively represent the District and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Gather and analyze data, evaluate alternatives, and make sound recommendations.
- Maintain accurate databases, records, and files.
- Effectively manage priorities in complex and diverse operational units.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Understand scope of authority in making independent decisions.
- Use tact, initiative, prudence, ethics, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

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Equivalent to a bachelor's degree from an accredited college or university with major coursework in architecture, engineering, or a related field and five (5) of increasingly responsible experience in construction management, facilities planning and management, or a related field, preferably in the public sector.

LICENSES AND CERTIFICATIONS:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

DISTRICT VALUES

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle and/or electric cart, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Incumbent performs work in an office and at construction sites, including at heights, on rooftops, and underground or below grade; standing and walking between work areas is regularly required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbent must regularly climb, bend, stoop, and kneel in the performance of work duties. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Incumbent works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbent also works at construction sites with high noise levels, ambient temperature and weather conditions, dust or fumes, and hazardous or moving machinery or equipment. Incumbent must use personal protective equipment at construction sites and other work settings.

Created: September, 2002

Johnson & Associates

Revised: October, 2009

Johnson & Associates

Revised: September, 2018

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