



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

Executive Director of Facilities Planning & Operations

An Administrative Position
Grade AC – Salary Schedule 20

A. General Statement

Responsible to the Vice Chancellor of Facilities Planning, Maintenance & Operations for the development and management of all District Facilities Operations, scheduled maintenance and capital projects to include the three colleges and the Chancellor's Office site. Provides management and overall policy direction for operational and facilities maintenance to include personnel training, maintenance scheduling, minor construction projects; budget preparation, execution, conciliation, and oversight; oversight of the development of the District's Five Year Scheduled Maintenance Plan, and Five Year Construction Plan, Space Inventory, and submission of capital project proposals, major maintenance and repairs projects and all associated documents to the State Chancellor's office. Serves as the senior District representative and liaison to the State Chancellor's office on all State sponsored Scheduled Maintenance and Special Repairs & Barrier Removal Programs. Responsible for overall strategic planning for District's capital planning, program and project implementation, including real property development, short term and long-range capital planning and preconstruction project management and project delivery. Responsibility for construction program management, including overall program and individual project scopes, schedules and budgets. Oversees Director of Measure H Capital Projects, Construction Managers, Project Managers and other Consultants.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Provide leadership, supervision, and training to the Campus Facilities Managers to include time management, programming, facility technical competencies (HVAC, mechanical, plumbing, carpentry, electrical, janitorial, landscaping, utility, locksmith, & general contracting), budget manipulation, project management, employee relations, negotiations, and team building.
2. Coordinate and provide District level supervision and project oversight on all capital projects and complex repair, maintenance, renovation & hazardous substance projects District wide.
3. Responsible for the development of District standard operating procedures for capital project planning and delivery including maintenance and compliance with District Design Standards, , maintenance and repair procedures, standards of performance, and personnel management guidelines, quality control and qualitative measurements.

4. Effectively work and execute independent judgment in a variety of major and minor problems. Must be able to “Problem Solve.” Errors in judgment can be costly in employee time, public relations, and resources.
5. Responsible for the 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.
6. Responsible for the development of long and short-range hazardous substance, building maintenance and repair strategic plans.
7. Responsible for ensuring that all State Educational code, Building codes, OSHA, AHERA, and ADA compliance codes, and regulation are adhered too.
8. Responsible for ensuring personnel matters including adequate staffing performance evaluations, discipline and training and work procedures.
9. Responsible for emergency preparedness, safety, disaster, conservation, sustainability and other District wide programs.
10. Responsible for ensuring facilities online databases are maintained and updated accordingly.
11. Develops, implements, and monitors standards and procedures, including design standards, energy and efficiency and sustainability goals and requirements for facilities planning and capital and renovation projects, cost and schedule controls and plan reviews; monitors the work of architects, engineers, inspectors and other contractors on District wide and Capital projects.
12. Develops and delivers informational updates and presentations to the Board of Trustees, Citizen’s Oversight Committee and other interested organizations

C. Requirements

1. Possession of a Bachelor’s Degree in Business Management, Engineering, Architecture, Construction Management, Facility Management or a related field. Master’s Degree, and or possession of a General Contractor’s License; and or nationally recognized Facilities / Construction Management Certification preferred.
2. Management level work experience that has demonstrated effective leadership, technical knowledge, communication and interpersonal skills; understanding of, and experience in accounting, budgeting, finance, labor relations, staff supervision, construction & facility management, procurement, OSHA, AHERA, ADA codes & regulations, program development and project management.
3. Desirable Attributes/Skills:
Previous experience in an educational setting with responsibility for facility planning, maintenance, and or construction management, with demonstrated skills in supervision, budget development and execution, crisis management, project management, negotiation, team building; and interpersonal skills.

D. Physical/Other Requirements

This position requires excellent oral and written communication, visual inspection, attention to detail, multi-tasking, comparison and analysis of detailed reports and complex data; driving a motor vehicle, negotiations and reasoning, in order to perform the essential job functions. Work is performed in an office environment and at facilities construction sites and remodeling sites. Work involves complex project management under tight schedules and fast-paced atmosphere. This position requires work characteristics supportive of collaborative work efforts and a collegial atmosphere. Health and safety precautions and personal protective equipment are routine with this type of position.

E. Knowledge, Skills & Abilities

1. Working knowledge of the: Uniform Building Code (UBC), California Building Code, California Occupational Safety and Health Act (CALOSHA), California Public Contracts Code, Americans with Disabilities Act (ADA), and other related statues; State of California Capital Outlay and the Deferred Maintenance Programs for Community Colleges; California Public Contracts Code and the Education

Code; Division of State Architect protocols, procedures and requirements; LEED certification process; California Environmental Quality Act (CEQA) process and requirements.

2. Knowledge of strategic planning for capital projects, long and short-range maintenance projects, and related safety, environmental, budgeting, inventory, and staffing requirements.
3. Knowledge of public works and contracting procedures and related regulations.
4. Skill in directing, coordinating, supervising, and evaluating the work of others.
5. Knowledge of AutoCAD, BIM, ERP systems, project management software, databases, and all standard office computer applications
6. Knowledge of Critical Path Scheduling (CPM) methodologies and principals, ability to develop and evaluate CPM schedules utilizing Microsoft Project or Primavera tools
7. Knowledge of and experience with a variety of capital project delivery methods, including Design-Bid-Build, Design Build, Lease-Lease-Back, CM At-Risk, etc.
8. Knowledge of capital project cost estimating processes and ability to develop conceptual cost estimates
9. Skill in establishing and maintaining effective work teams.
10. Skill in oral and written communication.
11. Skill in communicating effectively with people at all levels within an organization.
12. Skill in computer data entry, modification, and retrieval.
13. Skill in researching and compiling statistical, financial and other data for reports.
14. Ability to communicate respectfully and effectively with people of diverse cultures and language groups, and with people who have disabilities.

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