



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

Director of Capital Projects (Measure H)

An Administrative Position
Grade AE – Salary Schedule 20

A. General Statement

Responsible to the Vice Chancellor of Facilities Planning and Operations and under the supervision of the Executive Director of Facilities Planning and Operations for the development and management of all District Capital Construction projects to include the three college and the Chancellor's Office sites. This position is limited to Director of Capital Projects performing work in support of Measure H bond projects and will be eliminated once the funding has been exhausted.

This is an administrative position involved with planning, coordinating, implementing and evaluating a specific College capital project or program. The position is responsible for designing and implementing project services, directing the work of other staff and maintaining effective partnerships and working relationships with funding agencies, governmental jurisdictions, other educational institutions, community organizations and business representatives and vendors. Public contact is extensive and involves outside agency and organization representatives, staff, students and the general public for the purpose of exchanging policy, technical and procedural information. A high degree of independent judgment and creativity is required to resolve a variety of minor and major problems that arise. Consequences of errors in judgment can be costly in employee and staff time, public relations and money. A Director of Capital Projects can direct the work of professional, paraprofessional, clerical, student and volunteer staff as assigned.

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. Works directly with the colleges to ensure that capital projects meet the needs and expectations of educational programs and services in support of the colleges' educational mission
2. Provides management and overall policy direction for capital construction projects
3. Provides oversight of capital construction budget preparation, execution, and conciliation development of the District's Five-Year Construction Plan and submission of capital project proposals and all associated documents to the State Chancellor's office
4. Serves as the District representative and liaison to the State Chancellor's office on all capital projects

5. Ensures compliance as it relates to public works design and construction
6. Ensures maintenance of and compliance with District Design Standards, including sustainability and energy efficiency goals and policies
7. Ensures close-out of capital projects including complete DSA close-out, project archiving and turnover of project records and materials to the Maintenance & Operations team
8. Participates in selection and is responsible for management of construction consultants, contractors and vendors
9. Exchanges information with staff, students, business representatives, other educational institutions, funding and governmental agencies, community organizations and the general public regarding College project policy, partnerships, grants and other funding resources, project goals and outcomes, program review, and strategic planning
10. Drives a motor vehicle to attend off-site meetings, workshops and participate in other activities to present and obtain current information; makes presentations to small and large groups as needed
11. Develops and delivers informational updates and presentations to the Board of Trustees, Citizen's Oversight Committee and other interested organizations
12. Researches, compiles data for, formats, composes and prepares statistical, financial, demographic and other special and regular reports, grant applications, narratives, presentations, surveys, needs assessments and other materials
13. Interviews clients and project partners to conduct needs assessment and determine appropriate project services
14. Uses a variety of computer software to design and prepare correspondence, reports, budget studies, track and review financial and other data, publicity materials and other written materials
15. Sets up and maintains electronic and manual file systems
16. Confers with management and other staff to develop and implement needs assessments and other studies and surveys for targeted populations served by the project and compiles statistics for use in designing/developing new and modified project services, goals and future service delivery changes
17. Participates in strategic planning with management and other staff; makes recommendations for project modifications
18. Plans project budgets in conjunction with management and other staff; monitors budget expenditures and revenues, transfers and reporting online and makes recommendations for changes to budgets, staffing, facilities, supplies and equipment
19. Trains, supervises and evaluates the work of staff; directs the work of consultants, student assistants and volunteers.

C. Requirements

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; successful work experience that has included program planning, assessment, implementation and evaluation; budget planning and reporting; research and data analysis; demonstrated skill in oral communication, including public speaking; written communication, including correspondence and reports; demonstrated skill in respectful, sensitive communication with people who are diverse in their cultures, language groups and abilities; use of a variety of spreadsheets and other computer software to create reports, correspondence, files and other materials; and, directing and evaluating the work of others. Possession of a valid California Driver's License and the ability to drive a motor vehicle to off-site locations are required.

D. Physical/Other Requirements

This classification requires attention to details; oral and written communication; data interpretation, comparison and analysis; visual acuity and comparison; tact, patience, confidentiality and sensitivity; public speaking to small and large groups; manual dexterity; good listening and memory; driving a motor vehicle to off-site locations; coordination of the work of others; persuasive communication; negotiation; work under deadline pressure; adaptability and flexibility in order to perform the essential functions.

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 statutes; 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 (DSA) protocols, procedures and requirements; LEED certification process; California Environmental Quality Act (CEQA) process and requirements; Indoor Air Quality standards
2. Knowledge of architectural and engineering processes, tools, equipment, and regulations
3. Knowledge of building and grounds maintenance planning and implementation procedures, including environmental and safety regulations
4. Skill in directing and evaluating the work of professional consultants, architects, technical and other staff
5. Knowledge of California Public Contracts code and Public Works capital procurement procedures and related regulations, requirements and best practices
6. 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.
7. Skill in oral and written communication, public speaking
8. Skill in establishing and maintaining effective interpersonal working relationships with people at various levels within and external to an organization
9. Knowledge of AutoCAD, BIM, ERP systems, project management software, databases, and all standard office computer applications

10. Knowledge of Critical Path Scheduling (CPM) methodologies and principals, ability to develop and evaluate CPM schedules utilizing Microsoft Project or Primavera tools
11. Knowledge of capital project cost estimating processes and ability to develop conceptual cost estimates
12. Skill in computer data entry, modification, and retrieval
13. Skill in communicating effectively with diverse cultures, language groups, and individuals with disabilities
14. Ability to build and promote effective work teams
15. Knowledge of the policies, procedures, regulations and laws pertaining to the specific project
16. Knowledge of Community College Administration, including understanding of participatory governance principles
17. Skill in strategic planning, project coordination and evaluation
18. Skill in budget planning, implementation, evaluation and reporting
19. Skill in research, formatting data and preparing complex statistical, financial, demographic and other detailed reports
20. Skill in using spreadsheets and a variety of computer software to create complex reports, correspondence, data analysis, presentations and file systems
21. Ability to work effectively as part of a management team