

**San Jose/Evergreen Community College District  
Classified Management Job Description**

**Position:** Associate Vice Chancellor, Physical Plant  
Development and Operations

**Department:** Administrative Services

**Location:** District Office

**Date:** July 10, 2019

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## **POSITION PURPOSE**

Under the general guidance of the Vice Chancellor of Administrative Services, the Associate Vice Chancellor (AVC) of Physical Plant Development and Operations leads the effective administration of bond, state and other sources of funding required for the acquisition, renovation, construction, allocation, and maintenance of District Facilities.

The position leads and directs all services and processes required for construction and optimal operation of facilities in support of the educational mission of the District's entities.

To comply with accreditation standards, the AVC will set the direction in collaboration with the campus Presidents, Vice Presidents of Administrative Services, Vice Chancellor of Administrative Services and the Chancellor's cabinet as to the strategic areas of growth and construction required to sustain the Academic Programs.

## **NATURE and SCOPE**

The Associate Vice Chancellor of Physical Plant Development and Operations plays a critical role in establishing best practices and the optimal operational infrastructure required for developing and implementing Facilities Master Plans, Landscaping Master Plans, Transition Plans, Security Master Plans and other initiatives to support all entities in the district.

The AVC oversees employees and professional services required to manage and develop the physical plant, including but not limited to legal, fiscal, accounting, compliance, communications, procurement, bond program management services, construction management services, Maintenance/Facility department, Bond Program Managers, and other facilities and construction functions and related personnel.

The AVC is responsible for the District's facility planning, construction, small capital improvements, and facilities maintenance, and overall District's compliance with Federal, State, and local safety, and environmental regulations.

**KEY DUTIES and RESPONSIBILITIES** (The following duties and responsibilities are typical but not limited to the following):

### **Fiscal Management, Compliance and Reporting**

1. Lead and direct all physical plant related fiscal, accounting and compliance services and personnel required for providing accurate and timely information for general obligation bonds, state funded projects and other initiatives.
2. Review, manage and optimize processes, systems and procedures for all functions in the areas of bond accounting, purchasing, outreach, compliance and legal review.
3. Develop long- and short-range facility plans; comply with reporting and planning requests by the State Chancellor's Office such as Five-Year Capital Outlay Construction Plan, annual facility

utilization analysis and reports, and capital outlay budget change proposals for State funding projects.

4. Work with campuses to evaluate growth and needs of technology, classroom, office, and public space. Develop plans and proposals to optimize the use of existing resources to ensure that project design and construction meets the needs and expectations of the educational programs and services.
5. Ensure that the District complies with appropriate laws, building codes and regulations regarding construction, building safety, and safe work practices.

#### **Operations and Technology Leadership**

6. Develop a strategy to leverage digital systems for effective construction and information sharing of blue prints, building diagrams, design documents, and other documentation generated by the nature of construction and maintenances.
7. Direct the energy conservation programs for the District. Oversee systems and data management for optimizing energy conservation in classrooms, meeting rooms, and public areas.
8. Provide leadership in the application of new building technologies in coordination with ITSS and CTSS.
9. Establish systems for financial management of projects and automated work order processing. Oversee and prepare cost, time and labor estimates. Direct the effective preparation of plans and bids for major construction projects.

#### **Bond Management and Construction Services**

10. Direct personnel and professional services for planning new capital construction and major renovations.
11. Ensure program and construction management services deliver solid data gathering, architecture's design and construction proposals, bids and contracts.
12. Lead a team of staff and professional consultants in the development and execution of capital improvement renovation and construction projects.
13. Direct the development of professional services requests and contracts; lead District and college leaders in best-value source selection, and acquisition of professional services for all capital improvement programs.
14. Monitor the completion of projects on-time and on-budget reviewing various construction related schedules and budgets for major District projects. Identify and resolve problems as they occur.
15. Certify and monitor all phases of construction from idea to commissioning. Provide guidance, direction and control to an effective procurement of services and respective board approvals.
16. Create and provide quarterly capital improvement program reports to the District Governing Board and the Citizens' Bond Oversight Committee.
17. Develop and implement department strategies, business practices, and processes to continually improve the operation and execution of projects.

#### **Maintenance and Operations**

18. Guide the daily maintenance and operations. Coordinate capital project activities and serve as the liaison between the campuses and other business representatives.
19. Monitor remodel and repair construction projects performed by the maintenance staff or contractors including planning, design, oversight and inspection.
20. Lead the completion of small capital improvements using different contracting mechanisms and/or internal staff. Oversee the Maintenance and Operations department responsible for preventive and corrective maintenance, sustainability, energy management, and the life cycle of construction.
21. Prioritize, integrate, and complete multiple projects and programs; assure that workmanship complies with applicable codes, district standards, and assures accessibility of all district facilities.

### **Other Duties**

22. Serve as the interface for the District with local, state and federal agencies and with related business representatives and community members.
23. Supervise, lead, and evaluate the performance of assigned staff; interview and participate in selecting employees; orient, train, counsel, coach and discipline personnel according to established policies and procedures.
24. Provide assistance to the executive team on matters relating to facilities planning, capital projects, maintenance, and operations.
25. Represent the District at meetings with local public agencies, business organizations, community groups and others.
26. Perform other duties as assigned.

### **EMPLOYMENT STANDARDS**

#### **Knowledge:**

1. Financial management in facility planning, maintenance and operations, including but not limited to financial analysis, budget preparation and administration.
2. Principles and practices of structure design, code compliance, accessibility, and construction project management.
3. Pertinent federal, state and local laws, codes and regulations affecting construction and facilities.
4. State of California Capital Outlay and Scheduled Maintenance Programs for Community Colleges and Division of Architect (DSA).
5. Legal and practical aspects of project design, bidding, management, and "close-out" of construction contracts.
6. Generally accepted construction principles and practices as related to public works and schools.
7. California Public Contracts Code, methods of purchasing and contract administration in a community college environment.
8. Methods, practices, equipment, supplies used in facility maintenance and construction; building and safety regulations.

9. Use of computers, common office productivity software, specialized software for construction, and automated work order systems.
10. Policies and procedures related to community college and funding, business management, budget preparation and administration.

**Skills and Abilities to:**

1. Administer large-scale and small capital project budgets and coordinate design and construction.
2. Read, understand and interpret drawings, plans, blueprints and specifications for construction projects.
3. Review cost estimates, project specifications and guide in preparation of bids.
4. Manage change with innovation to promote and the district mission.
5. Guide and direct others in goal achievement.
6. Develop and monitor budgets and maximize financial resources.
7. Work cooperatively with internal and external constituencies and delegate authority and responsibility.
8. Recruit, train, develop, supervise, and evaluate personnel.
9. Communicate effectively both orally and in writing, including writing complex proposals.
10. Plan and organize work to meet schedules and time lines.

**Education and Experience:**

1. Bachelor's degree from an accredited institution.
2. At least five years of increasingly responsible experience in managerial functions exposed to project management, fiscal, operations, and/or construction services.

**Preferred Qualifications**

1. Master's degree or MBA from an accredited institution.
2. Education background in architecture, construction management, engineering, or related field.
3. Experience in large operational settings, construction management, architectural, or engineering firms.

Date Approved: 7/9/19

Salary Range: EM-3

EEO-Category: 2B1 Executive/Administrative/Managerial