

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

Position: Director, Facilities and Bond Program
Management

Department: Administrative Services

Location: District Office

Date: June 11, 2013

POSITION PURPOSE

Reporting to the Vice Chancellor of Administrative Services, plans, organizes, and provides leadership in the development, administration and direction of District construction and renovation projects; prepares long-range Scheduled Maintenance programs. Plans and directs implementation of the District's bond program and construction projects; provides management oversight in collaboration with campuses, technical input, and coordination between the District management and staff, vendors, contractors and campuses for the successful implementation of multiple projects from inception to completion. Performs liaison duties with city, county, state government and other regulatory agencies regarding facility use, traffic interaction, utilities and commercial leases; establishes energy conservation policies and projects. Monitors the implementation of the current and future bond related construction projects.

NATURE and SCOPE

The Director of Facilities and Bond Program Management oversees employees, programs of the Facilities department, bond funded Construction Program Manager, construction activities and related personnel. The Director is responsible for the District's facility planning, construction, and facilities maintenance, and 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:

1. Oversee and provide support for the activities of the program management firm, numerous architectural firms, and other design and technical consultants.
2. Work directly with the campuses to insure that project design and construction meets the needs and expectations of the educational programs and services.
3. Prepare, revise, and monitor various programming, design and construction related schedules, and budgets for all major District projects.
4. Monitor construction projects, maintain and initiate schedule changes as necessary; direct and review the work of architects and other consultants.
5. Assist in overall planning and decision-making of routine maintenance, repairs, and ongoing District facility needs.
6. Assist in preparation, submission, and review of construction projects and maintenance cost estimates.
7. Review architectural drawings for errors, omissions, and problems; initiate design changes to correct and improve.

8. Ensure work accomplished complies with current building codes, construction, and safety laws and regulations.
9. Approve contractor work and authorize payments; assist Materials Services in obtaining formal bids.
10. Develop District's Five-Year Capital Outlay Construction Plan, annual facility Space Inventory, and capital Outlay Budget change proposals for State funding of projects.
11. Develop the District's Five-Year Scheduled Maintenance program and submit funding proposals for specific projects to the State.
12. Assure compliance with the District's Injury and Illness Prevention Program, Hazardous Materials Business Plans, and other programs related to safety and environmental regulations.
13. Ensure that the District meets regulatory requirements; establish local policies and procedures; conform to Federal, State and local regulations while continuing operation.
14. Develop long- and short-range plans for the maintenance of the physical assets of the District, identify alternative funding possibilities; submit capital outlay funding requests; and obtain other state funding. Coordinate the preparation of Facility Master Plans with the colleges.
15. Establish and administer the department's budget plus construction budgets; insure the college facilities meet educational needs.
16. Perform other duties as assigned

EMPLOYMENT STANDARDS

Knowledge:

1. Project and construction management.
2. Hazardous materials regulations, contract law, and Office of Regulation Services policies.
3. Uniform Building Code, California Architectural Barriers Laws, California Occupational Safety and Health Act, American with Disabilities Act.
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. State labor laws, including Workers' Compensation and other related statutes.
10. Principles and practices of higher education organization and structures.

11. Policies and procedures related to community college and funding, business management, budget preparation and administration.

Skills and Abilities:

1. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and personnel.
2. Communicate effectively both orally and in writing, including writing complex proposals.
3. Determine the need for maintenance and repairs and to plan and schedule such work; prepare and interpret plans and specifications; estimate costs of maintenance and construction projects.
4. Manage major construction and renovation projects effectively.
5. Principles of project management and supervision.
6. Organizational / Leadership / Supervisory / Time management / Problem solving.
7. Presentation skills.

Education and Experience:

1. Bachelor's degree or equivalent from an accredited college or university in engineering, architecture, construction management or related field.
2. Four years administrative experience in a related field.
3. Public construction experience

Preferred Qualifications

1. Master's degree.
2. Budget preparation and administration.

License and Certifications:

1. Possession of a valid California Driver's License.

WORKING CONDITIONS:

Environment:

1. Typical office environment; subject to some travel to conduct work and physical activities.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: 6/11/13
Salary Range: M-34
EEO-Category: 2B1 Executive/Administrative/Managerial