

## **DIRECTOR, CIVIL INFRASTRUCTURE AND ENERGY MANAGEMENT**

### **DEFINITION**

Under administrative direction, plans, organizes, manages, administers, coordinates, and directs operations and activities involved in civil infrastructure, energy efficient operation of the College's chilled water central plant, natural gas fired cogeneration plant, and thermal energy storage equipment; oversees the operation of various energy management systems; monitors daily usage of electricity and natural gas and prepares, interprets, and presents reports of energy usage; develops, monitors, and communicates effective energy saving strategies to the campus community, develops, and manages energy savings projects and assists in the planning, design, construction, and commissioning of new and modernized energy efficient buildings and civil infrastructure systems; coordinates assigned activities and provides highly complex and responsible support in areas of expertise. Acts as a primary responder to coordinate the emergency and after-hours response to urgent facility needs.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the assigned managerial personnel. Exercises general and direct supervision over assigned staff.

### **CLASS CHARACTERISTICS**

This is a Director classification in Maintenance and Operations. The incumbent oversees, directs, and participates in major activities and programs of the area, including the maintenance and operations of the College's civil infrastructure, systems, and facilities, and is responsible for providing professional-level support in a variety of areas. Assists in the planning, development, and administration of area policies, procedures, and services. Successful performance of the work requires an extensive professional background, as well as skill in coordinating area work with that of other College departments. Responsibilities include performing and directing many of the area's day-to-day operational functions.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Plans, manages, and oversees the operations and activities of the energy efficient operations of the College's chilled water central plant, natural gas fired cogeneration plant, thermal energy storage equipment, and other self-generation equipment as required.
2. Programs and runs campus chillers and associated cooling towers plus chemical treatment systems effectively.
3. Participates in the development and implementation of goals, objectives, policies, and priorities for resources; recommends and administers policies and procedures.
4. Selects, trains, motivates, and directs the assigned department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline procedures; responds to

- staff questions and concerns.
5. Participates in the development and administration of the assigned budget; determines and recommends equipment, materials, and staffing needs for assigned energy efficiency programs, services, and projects; prepares detailed cost estimates with appropriate justifications.
  6. Prepares documents for procurement; participates in formal and informal bid processes for projects related to the area of assignment.
  7. Interacts with College, federal, state, and local agencies to ensure the plant operates within stated tolerances and is in compliance at all levels; develops, maintains, and presents reports to demonstrate continuous energy efficient operation of the plant and plant systems; serves as a liaison with utility companies, regulatory agencies, and various other outside organizations.
  8. Maintains the operations and scheduled maintenance of the College's civil infrastructure, including but not limited to; Energy Management System (EMS), Utility systems – including 13kV power distribution, main water systems, and other centrally controlled systems.
  9. Develops and implements predictive and preventative maintenance plans for plant services equipment and energy management systems.
  10. Leads in efforts to generate outside fund sources to support energy efficiency efforts.
  11. Advises, prepares, and delivers reports, updates, and presentations related to area of assignment; participates in campus events to promote and support a College-wide culture of sustainability.
  12. Assists in the planning, design, construction, and commissioning of new and modernized energy efficient buildings and infrastructure systems; reviews plans, specifications, and submittals to ensure compliance with campus standards for energy efficient systems and controls; assists in obtaining special energy efficiency certifications of the campus; participates in project commissioning and transition to operations activities related to energy efficiency.
  13. Participates in the implementation and operation of the department's computerized maintenance management system; ensures that assigned work orders are initiated, received, prioritized, coordinated, completed, and closed to ensure superior customer service.
  14. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
  15. Oversees, leads, and provides high-level customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
  16. Utilizes critical thinking, decision-making, and problem-solving skills with tact, confidence, and diplomacy.
  17. Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.
  18. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees, mandated trainings, and DEISAA related trainings as required.
  19. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
  20. Performs other related duties as assigned consistent with the scope of the position.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of supporting a DEISAA academic and work environment.
2. Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
3. Budget development, administrative practices, and program management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
4. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
5. Principles and practices of developing, implementing, and evaluating energy efficient programs, including energy management and engineering, sequence of operations, Building Automation System programming, and control systems operations.
6. Planning, organization, and direction of operations and activities involved in the maintenance and repair of chilled water central plant equipment, cogeneration equipment, thermal energy systems, and HVAC and lighting controls.
7. Building construction practices and procedures.
8. Modern office practices, methods, and computer equipment and applications related to the work.
9. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
10. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, various socio-economic, and ethnic groups.

### **Skills and Abilities to:**

1. Implement, advocate for, and communicate the College's vision and commitment to creating a DEISAA academic and work environment.
2. Oversee and address gaps in DEISAA in the recruitment and retention of faculty and staff.
3. Critical thinking and decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with tact, confidence, and diplomacy.
4. Prepare complete and accurate maintenance contract, supply, and equipment purchase specifications suitable for public works bidding.
5. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
6. Establish and maintain a variety of filing, record-keeping, and tracking systems.
7. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
8. Communicate effectively through various modalities.
9. Effectively administer building and infrastructure maintenance, repair, and renewal

projects with contractual agreements and ensure compliance with stipulations; effectively interface with public utility systems and administrative activities.

10. Conduct effective analysis and evaluation of construction documents and represent the interests of building and infrastructure users and operators to design and construction consultants.
11. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
12. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
13. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understands scope of authority in making independent decisions.
14. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

1. Equivalent to graduation from a regionally accredited four-year college or university with major coursework in architecture, engineering, construction management, business or public administration, or a related field; and
2. Three (3) full time equivalent years of professional experience in architecture, engineering, construction management, facilities planning and management.
3. Additional years of experience can be substituted for the required education on a year-for-year basis.

**Desirable Qualifications:**

1. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institutions (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI); OR
2. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI).

**Licenses and Certifications:**

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

**PHYSICAL DEMANDS**

Must possess mobility to work in an office setting, as well as, outdoors and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and

electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification although movement between work areas may be required. Positions in this classification frequently may need to physically reach, push, and pull carts to haul equipment. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Incumbents work indoors and outdoors, and are frequently exposed to dust, fumes, and allergens and occasionally exposed to loud noise levels, inclement weather conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical substances. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Amended: 8/2023