

## **SENIOR DIRECTOR, FACILITIES PLANNING AND CONSTRUCTION**

### **DEFINITION**

Under administrative direction, plans, organizes, and manages the College's Facilities Planning and Capital Construction Programs, including new construction, renovation, modernization, scheduled maintenance, and bond-funded projects. Oversees development and implementation of the College's Facilities Master Plan, Five-Year Construction Plan, and related State Chancellor's Office submissions; ensures compliance with applicable building codes, public works contracting requirements, Division of the State Architect (DSA) standards, and California Community College facilities regulations. Provides professional expertise and guidance to College leadership on facilities planning, project delivery methods, budgets, schedules, and construction risk management.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the assigned managerial personnel. Exercises general and direct supervision over management, professional, technical, and support staff.

### **CLASS CHARACTERISTICS**

This position is within the classified administrator classification that is responsible for the day-to-day leadership of facilities planning, programming, and delivery of capital projects and construction programs, including capital project development, design, bidding, contract administration, and project close-out. The incumbent acts as the primary liaison, collaborating closely with Administrative Services departments, divisions across the campus, and external partners, including architects, engineers, consultants, and contractors. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. Successful performance of the work requires an extensive professional background as well as skill in managing departmental work.

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

1. Plans, programs, oversees, and implements new construction, modernization, and renovation projects consistent with the College's Facilities Master Plan and Educational Master Plan; contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and College needs; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
2. Coordinates the preparation and updates of the College's Five-Year Construction Plan, Initial Project Proposals (IPPs), Final Project Proposals (FPPs), and related documents required by the California Community Colleges Chancellor's Office and DSA.

3. Oversees space inventory, facility condition assessment data, and use of tools such as FUSION software to support project prioritization, State funding requests, and long-range capital planning.
4. Manages multiple capital projects from conceptual design through construction close-out, including scope definition, schedule development, and budget control; oversees the work of architects, engineers, consultants, and contractors, and coordinates preparation of architectural and engineering designs, specifications, and construction documents.
5. Oversees plan review and approvals with agencies such as DSA, State Fire Marshal, local utilities, and other authorities having jurisdiction; ensures all projects comply with applicable building codes, Americans with Disabilities Act (ADA), fire/life safety requirements, environmental regulations, and California Public Contract Code.
6. Administers construction contracts, including bid review, contract award recommendations, change order review, claims mitigation, and project close-out documentation; resolves disputes through negotiation and contract administration.
7. Assists with planning, budgeting, and reporting for local bond programs, including project lists, expenditure tracking, and reporting to the Citizens' Bond Oversight Committee and Board of Trustees; supports funding strategies for facilities renewal, deferred maintenance, energy conservation, and sustainability initiatives.
8. Coordinates State Capital Outlay and Scheduled Maintenance projects, including development of applications, project monitoring, reimbursement submittals, and compliance with State guidelines.
9. Participates in and provides facilities planning and construction expertise, data, and recommendations in support of participatory governance.
10. Prepares and presents comprehensive technical reports, updates, and recommendations to management, President's Cabinet, and Board of Trustees on project status, budgets, schedules, risk, and emerging facilities needs.
11. Develops and manages Requests for Qualifications (RFQs) and Requests for Proposals (RFPs) for professional services (architects, engineers, construction managers, environmental consultants, inspectors, etc.).
12. Collaborates with Purchasing and legal, supporting bid and award processes for construction and related contracts in compliance with public works bidding laws and College policies.
13. Negotiates and administers professional services contracts, including scope, fees, amendments, and performance expectations.
14. Supports and manages the planning, operations, and implementation of campus sustainability goals and energy management strategies in collaboration with management and other stakeholders.
15. Coordinates facilities-related projects involving hazardous materials abatement, environmental reviews, and regulatory compliance with local, state, and federal agencies.
16. 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.

17. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
18. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
19. Utilizes critical thinking, sound decision-making, and problem-solving skills with tact, confidence, and diplomacy.
20. Implements, enforces, supports, and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
21. 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.
22. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
23. Performs other related duties as assigned consistent with the scope of the position.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work procedures.
3. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
4. Principles and practices of facilities master planning, capital construction, and long-range facilities renewal in a public or educational environment.
5. California Community Colleges facilities planning standards, State Capital Outlay processes, and Chancellor's Office reporting requirements.
6. Building and fire codes, ADA requirements, DSA processes, public works contracting laws, and related federal, state, and local regulations.
7. Project management principles, including scope, schedule, cost, and quality control for complex, multi-year construction programs.
8. Principles and practices of budget preparation, financial tracking, and reporting for capital and bond projects.
9. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.
10. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

11. 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, socio-economic levels and ethnic groups

**Skills & Abilities to:**

1. Implement, advocate for, and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in recruitment and retention of faculty, management, and staff.
3. Exercise critical thinking and sound decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with ethics, tact, confidence, and diplomacy.
4. Develop and manage project budgets and schedules; analyze alternatives; and recommend cost-effective solutions.
5. Prepare and deliver clear, concise, and accurate reports, presentations, and recommendations to varied audiences, including executive leadership and the Board of Trustees.
6. Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.
7. Establish and maintain a variety of filing, record-keeping, and tracking systems.
8. 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.
9. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
10. Communicate effectively through various modalities.
11. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
12. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
13. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

1. Equivalent to a bachelor's degree from a regionally or nationally accredited institution in architecture, engineering, construction management, business or public administration, or a related field; and
2. Five (5) full-time equivalent years of increasingly responsible experience in facilities planning, construction management, and/or capital project delivery, including responsibility for project budgeting, scheduling, and coordination with design and construction professionals.

- a. Additional full-time equivalent years of experience can be substituted for the required education on a year-for-year basis.

**Desirable Qualifications:**

1. California licensed Architect or Professional Engineer, and/or Certified Construction Manager (CCM).
2. Experience in a California Community College or similar public sector environment.
3. 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
4. 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:**

The incumbent is required to drive to a variety of locations and attend meetings and conferences (on and off campus). This will require the incumbent to possess and maintain a valid California driver's license and proof of automobile insurance and maintain insurability under the College's vehicle insurance policy.

**PHYSICAL DEMANDS**

Must be able to work in a standard office setting 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 occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

**ENVIRONMENTAL ELEMENTS**

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.