Foothill-De Anza Community College District

Director, Facilities and Special Projects

Department: Plant Services
College: Foothill
Date: August 2007

POSITION PURPOSE

Reporting to the Vice President, Educational Resources and Instruction, supervises and coordinates the activities, services, operations and budgets for the Bookstore and Measure E and Measure C projects; oversees the supervision of mail services, telephone services, and printing services; acts as a liaison to Campus Security, parking, grounds, and custodial services. Responsible for major renovations and new construction of facilities including, but not limited to, both the completion of Measure E and the initiation through completion of Measure C. Responsible for disaster preparedness, safety and hazardous materials management, and college environmental issues.

NATURE and SCOPE

The Director plans and directs the implementation of Measure E and Measure C construction projects. Coordinates facilities use and temporary location and relocation of instruction due to construction. Directs related resources such as personnel, budget and independent contractors. Coordinates custodial assistance, repairs and routine maintenance as well as on going facility needs. Leads various design teams and interfaces with architects, construction manager, contractors, and engineers.

KEY DUTIES and RESPONSIBILITIES

1. Monitor Measure E and Measure C construction projects, maintain and initiate schedule changes as necessary; coordinate activities with construction manager, Bond Program manager, FF & E coordinator, and other appropriate district personnel.
2. Direct and review the work of architects and other consultants for closing Measure E and all Measure C projects at Foothill College.
3. Plan, supervise, and coordinate Measure C moves for all college departments and divisions.
4. Coordinate work of maintenance personnel regarding methods and procedures of work, supplies and equipment requirements.
5. Assist in overall planning and decision making for routine maintenance, repairs and on going Foothill facility needs.
6. Assist the Vice President of Educational Resources and Instruction in preparing, submitting and reviewing construction projects and maintenance cost estimates.
7. Prepare, revise, and monitor budgets for all Measure E and Measure C construction and renovation projects.
8. Supervise and coordinate activities, service operation, and budget for the college bookstore.
9. In conjunction with the construction manager, review architectural drawings, correct and improve any errors, omissions, problems and design changes.
10. Approve contractor work; ensure construction work complies with safety laws and regulations.
11. Interface with the Division of the State Architect (DSA).
12. Plan and direct temporary facilities use and relocation due to construction, including coordinating problems that arise due to schedule completion.

13. Inspect buildings and identifies maintenance and repair requirements; prepare work requests to accomplish work.

14. Ensure work accomplished complies with current building codes, construction and safety laws and regulations.

15. Supervise and ensure environmentally sound practices.

16. Chair relevant college committees.

17. Support, implement, and promote compliance with the District’s Diversity Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, programs, and services.

18. Assure compliance with the District’s Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.

19. Responsible for promoting and enforcing the District's commitment to safety by ensuring that all employees in the department receive appropriate training in hazardous materials handling, storage, and disposal and that training is updated as required.

20. Perform other duties as assigned by the Vice President of Educational Resources and Instruction.

EMPLOYMENT STANDARDS

Knowledge of:

1. Construction management and workflow.


3. Uniform Building Code (UBC), California Architectural Barrier Laws (CALABL), California Occupational Safety and Health Act (CalOSHA), California Public Contracts Code, Americans with Disabilities Act (ADA), and other related statutes.


6. Legal and practical aspects of project design, bidding, management, and “close-out” of construction contracts.

7. Generally accepted construction principles and practices as related to public works and schools.

8. Methods of purchasing and contract administration in a community college environment.

9. Methods, practices, equipment and supplies used in facility maintenance and construction.

10. HAZMAT and SEMS regulations and requirements.

Skills and Abilities:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty, and staff.
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.

4. Develop and implement strategic planning processes.

5. Prepare and interpret plans and specifications.


7. Manage major construction and renovation projects efficiently.

8. Proven leadership and management.

9. Work effectively with diverse students, staff, faculty and administrators individually and as team members.

10. Interpersonal skills.

Education and Experience:

1. Bachelor's degree in a related field.

2. Four years experience in an administrative capacity.

3. Experience in budget preparation and administration.

4. Experience in enterprise activities or construction/facilities management.

Working Conditions:

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

2. Possession of a valid California Drivers License.

Range: I
EEO-Category: H-11