Foothill-De Anza Community College District

Executive Director, Facilities, Operations and Construction Management

Department: Plant Services
College: Central Services
Date: April 2005

POSITION PURPOSE

Reporting to the Vice Chancellor of Business Services, plans, organizes, and provides leadership in the development, administration and direction of District construction and renovation projects; prepares long-range Deferred Maintenance programs. Negotiates contracts for the District to lease privately owned buildings and spaces; 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. Supervises, develops, and evaluates Plant Services employees; administers terms and conditions of a bargaining unit contract; and performs other related duties as assigned. Monitors the implementation of the Measure E construction projects.

NATURE and SCOPE

The Executive Director of Facilities, Operations and Construction Management, supervises the Director of Facilities and Operations, the Associate Director of Facilities, Operations, and Construction Management and the Construction Program Manager.

The Executive Director of Facilities, Operations and Construction Management is responsible for developing construction and maintenance requirements; seeking funding and completion; and allocating all maintenance, fire safety, and hazardous materials funds.

KEY DUTIES and RESPONSIBILITIES

1. Oversee capital outlay, deferred maintenance and hazardous funding; act as a liaison with state offices.

2. Monitor Measure E construction projects, maintains and initiates schedule changes as necessary; directs and reviews the work of architects and other consultants.

3. Ensure that the District meets regulatory requirements; establish local policies and procedures; conform to Federal, State and local regulations while continuing operation.

4. Develop long- and short-range plans, identify alternative funding possibilities; submit capital outlay funding requests; and obtain other state funding.

5. Establish and administer the budget in excess of $7M plus construction budget; insure the college facilities meet educational needs.

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

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

8. Responsible for promoting, and enforcing the District's commitment to safety by ensuring that all employees in the Division receive appropriate training in hazardous materials handling, storage, and disposal and that training is updated as required. Accountable and liable for department or division non-compliance with hazardous materials regulations.
9. Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. State Capital Outlay Program.
2. Project or construction management.
3. Hazardous materials regulations, contract law, and Office of Regulation Services policies.
4. High voltage electrical distribution system.
7. State labor laws, including Workers’ Compensation and other related statutes.
8. State funding administration preferred.
10. Principles and practices of higher education organization and structures.
11. Policies and procedures related to community college and funding.

Skills and Abilities:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Communicate effectively both orally and in writing, including writing complex proposals and producing written market-oriented material.
3. Proper roadway repair techniques preferred.
4. Manage major construction and renovation projects efficiently.
5. Principles of project management and supervision.
6. Ability to understand complex construction drawings preferred.
7. Organizational / Leadership / Supervisory / Time management / Problem solving.
8. Presentation skills.

Experience and Education:

1. Experience working with legislators and legislative committees.
3. 5 years supervising major construction projects.
4. BA in related field preferred.

Working Conditions:

1. Typical office environment; subject to travel to conduct work

Date Approved:
Grade: M
EEO-Category: H-11