DEFINITION:
Under general direction of the Director of Facilities, Operations, and Construction Management, coordinates facility planning, provides management for various construction projects, and maintains records needed to support various State programs. The unique features of the position include interpretation of federal, state, and local regulations and extensive liaison with agencies issuing such regulations.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:
Depending upon assignment, duties may include, but are not limited to, the following:

1. Oversees major construction projects and ensures that the activities of the construction managers, inspectors and related workers are coordinated and appropriate; takes corrective action when necessary; keeps Director of Facilities, Operations, and Construction Management apprised of progress towards projected goals.

2. Coordinates and oversees construction projects for the removal, containment or other handling of hazardous materials.

3. Identifies projects and sources of funding; writes fund proposals to obtain allocations; prioritizes and manages projects; submits follow-up reports.

4. Identifies potential grant sources; develops and implements specific grant programs as appropriate.

5. Establishes and maintains budgetary reconciliation's, claims, and reimbursement schedules with contractors and state agencies.

6. Coordinates the gathering of information, maintains appropriate records, and prepares vital reports relating to five-year Capital Outlay Program, Scheduled Maintenance Program, Space Inventory and other special projects.

7. Maintains appropriate logs and records as required by federal, state, and local regulations, acts as liaison with the agencies responsible for enforcement of the regulations.

8. Reviews all incoming regulations and directives, initiates research, responds to inquiries, and completes necessary reports; informs Director of Facilities, Operations, and Construction Management on matters that require his attention.

9. Performs other related duties as assigned.

EMPLOYMENT STANDARDS:
Knowledge of:

2. Principles of project planning, supervision, and budget preparation.

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

4. State regulations and programs affecting Community College facilities.

Ability to:

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. Participate in appropriate training in hazardous materials handling, storage, and disposal; follow designated policy and procedures for Haz-mat identification, storage and disposal; maintain standards related to environmental compliance and personal health and safety as required.

3. Use a computer for entry and retrieval of information for work assignments.

4. Take leadership in collaborating with contractors, management, and staff in coordinating and overseeing projects.

5. Research, compile and generate district-wide, and state, reports.

6. Interpret and apply federal, state, local, and District regulations and policies.

7. Analyze complex situations independently and accurately adopt an effective course of action.

8. Establish and maintain cooperative working relationships with managers, faculty, staff, and outside contractors.

9. Make effective presentations to managers, Board of Directors and professional organizations.

Experience:

1. Five years increasingly responsible experience in the administration of construction projects and programs.

Education:

1. Bachelor's degree or equivalent; Master's degree preferred.

Date Approved: revised 4/98
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