

## POSITION DESCRIPTION

### Associate Director of Facilities and Construction

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**Position** ..... Associate Director of Facilities and Construction  
**Department/Site** ..... Administrative Services  
**FLSA** ..... Exempt  
**Evaluated by** ..... Director of Facilities and Construction  
**Salary Range** ..... M-29

#### **Summary**

Under the general direction of the Director of Facilities and Construction, the Associate Director of Facilities and Construction provides assistance in the management, planning and coordination of capital construction and facilities repair and improvement activities.

#### **Essential Duties and Responsibilities**

- Assists with the development and implementation of a construction plan to upgrade existing facilities and construct new facilities in support of the District's Educational and Facilities Master Plan.
- Assists with the development of a comprehensive plan for the maintenance and repair of existing facilities.
- Assists with identification of state or other funding for construction projects.
- Monitors capital project work including construction inspection to ensure compliance with approved plans, specifications, and standards.
- Maintains records related to construction projects.
- Maintains an approved list of architectural and engineering design consultants.
- Assists with preparing and screening of bids.
- Participates in the selection of construction contractors and may conduct pre-construction meetings.
- Oversees construction and special projects.
- Assists with establishing District priorities and requests state funding for scheduled maintenance and hazardous material abatement projects.
- Assists with the development of and the management of activities related to the repair and maintenance of the District infrastructure.
- Ensures compliance with state mandates regarding District facilities.
- Oversees District activities related to energy conservation projects.
- Oversees the creation and completion of facility work orders.
- Assists with the management of the District's standard specifications for materials and equipment.
- Communicates District policy and administrative decisions to assigned personnel.
- Administers the collective bargaining agreements between the District and the classified union.
- Creates an atmosphere of collegiality and supports the goals of shared governance.
- Supervises and evaluates assigned personnel.
- Resolves conflict.
- Ensures compliance with local, state, and federal regulations.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

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#### **Knowledge, Skills and Abilities**

- Knowledge of the California Building Codes, et al.
- Knowledge of the Division of the State Architect (DSA) protocols.
- Knowledge of overall organization, functions, and programs of the District.
- Knowledge of District policies, procedures, and activities.
- Knowledge of trades used in building and equipment maintenance alterations and repairs including, but not limited to, electrical, painting, carpentry, HVAC, plumbing, low voltage, locksmithing, and BAS and EMS.
- Knowledge of proper methods, equipment, tools, and materials used in maintenance trades.
- Knowledge of proper methods of storing equipment, materials, and supplies.
- Knowledge of requirements of maintaining buildings in a safe, clean, and orderly condition.
- Knowledge of applicable laws, rules, and regulations related to maintenance and operations work.
- Knowledge of principles and practices of supervising and training.
- Knowledge of basic record keeping techniques.
- Knowledge of appropriate safety precautions, procedures, and Cal/OSHA requirements.
- Ability to perform all of the relevant duties of the position with only general direction.
- Ability to work effectively in a shared governance environment.
- Ability to provide customer support from a management level.
- Ability to provide customer service protocol with a customer service-oriented priority.
- Ability to effectively use a personal computer and a variety of job-related software applications.
- Ability to conduct long-range planning.
- Ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Ability to effectively prioritize workloads.
- Ability to interpret, read, understand, and work from blueprints.
- Ability to maintain tools and equipment in proper working order.

#### **Education and Experience**

- Possession of a bachelor's degree.
- Minimum of two years of demonstrated effectiveness as a leader and manager with significant responsibility for facilities planning and maintenance in an educational (or related) environment.
- Evidence of ability to work effectively as a member of the administration team.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex administrative department responsible for implementation of state and federal regulations.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.

#### **Licenses and Certificates**

- Requires a valid driver's license.