

**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE COMPTON CENTER**



DIRECTOR OF FACILITIES PLANNING and OPERATIONS

FLSA: EXEMPT

POSITION DESCRIPTION: Under the direction of the Chief Executive Officer, manages the facilities planning activities of the District by coordinating, supervising, assessing, planning, guiding and evaluating facilities design and remodeling projects to completion; coordinate and direct the custodial, grounds, maintenance programs, campus events, transportation, and energy management operations of the District; supervise, train and evaluate the work of assigned personnel.

ESSENTIAL DUTIES/FUNCTIONS:

- Analyzes needs for new and existing facilities and makes recommendation for facilities improvements; determines new and remodeled facilities project scope and timelines.
- Coordinates preparation of facilities construction design, building plans, specifications and architectural engineering drawings.
- Coordinates contracts, insurance and occupational safety programs related to facilities alterations with the Purchasing department.
- Coordinates planning and design of facilities construction projects with local, state and federal agencies to obtain timely action on successive phases of project.
- Conveys information to appropriate parties regarding technology infrastructure projects including data and communications networks and wiring systems, computer laboratories, audio/visual systems, and security and fire alarm systems.
- Evaluates architectural and consulting firms' ability to meet District needs and recommends selection of architects and consultants to senior management.
- Evaluates and ensures compliance of contractors' work with federal, state and local laws, codes and regulations.
- Explains and advocates for District facilities project proposals to state agency representatives.
- Serves as liaison between college staff, administrators and contract architectural and engineering firms duties using written and oral communications.
- Participates in facilities department operating budget development process, monitors adherence to projects' budgets and prepares budget adjustments and modifications as appropriate.
- Develops and implements computerized records, management information systems and project management controls for tracking facilities expense records.
- Makes public presentations to interested groups regarding general or specific building programs.
- Directs the overall district maintenance and operations program including custodial, grounds and maintenance functions; consults with district management and coordinates activities in matters pertaining to assigned functions.

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ESSENTIAL DUTIES/FUNCTIONS(continued):

- Plans and organizes maintenance and operations functions; develops and implements long-range plans and master schedules for assigned activities; establishes work standards, policies and procedures for maintenance, grounds, custodial and transportation activities.
- Prepares and recommends the overall budget for district maintenance operations, transportation activities, and safety program; estimate expenditures and distribute costs to proper accounts; control expenditures during the year to assure operation within budgeted levels.
- Coordinates the use and maintenance of college transportation vehicles.
- Develops and recommends policies and procedures for maintenance and operations, and plan systematic programs for preventive maintenance.
- Maintains work order control system for labor and materials utilized, personnel assigned, budgets and special programs.
- Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, project management principles and scheduling for large complex projects.
- Administrative policies, practices, and processes of local and state agencies which impact facilities planning and development.
- State and local laws, ordinances, codes, and regulations related to facilities planning and design.
- Complex technology infrastructure systems including data networks, communications systems, audio/visual systems, security and fire alarms.
- General principles and practice of contract administration, research, cost analysis and control, budget, accounting and competitive bidding process.
- Principles of budgetary planning and management.
- Computer applications, systems and hardware used in facilities planning and development.
- Research methods and report writing techniques.
- Planning, organization and direction of facilities management.
- Principles and practices relating to custodial, grounds, skilled maintenance and transportation functions.
- Environmental laws and regulations.
- Energy usage and conservation concepts.
- Construction, custodial and maintenance methods and practices.
- Warehousing procedures, material handling, inventory control and delivery.
- Building codes, OSHA, and other laws, rules and regulations related to assigned activities.
- Document and drawing management methods and practices.
- Oral and written communication skills and presentation techniques.
- Principles of supervision, management and training.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping techniques.

ABILITY TO:

- Plan, organize and coordinate a variety of new facilities projects with maximum efficiency and cost effectiveness.
- Comprehend and evaluate complex architectural and engineering designs, plans and specifications.
- Recognize critical elements of problems, develop and evaluate data, determine appropriate solutions and make logical recommendations.
- Estimate project requirements and organize resources to meet goals and deadlines.
- Plan, schedule and direct operations, delegate to subordinates, and evaluate operational effectiveness.
- Conduct meetings and make presentations.
- Anticipate conditions, plan ahead, establish priorities, and meet schedules.
- Effectively utilize computer equipment and specialized software used in the design and management of technology and facility projects.
- Establish and maintain effective working relationships with administrative staff of the District, commissioned architects, and representatives of other public agencies.
- Research and prepare concise reports based upon complex data.
- Make, support, and explain recommendations and decisions.

ABILITY TO(continued):

- Analyze and interpret technical materials.
- Coordinate work activities between department units, contractors and other campus groups.
- Train, supervise and evaluate assigned staff.
- Develop and administer preventive maintenance program and related records.
- Coordinate health and safety programs in the Department.
- Estimate labor, material and equipment costs.
- Assure compliance with safety practices and various code requirements.
- Work from blueprints, shop drawings and sketches.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Work effectively and cooperatively with peers, faculty, staff, students, and community members from multicultural, diverse backgrounds.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Business, Architecture, Engineering or closely related field. **AND**
- Four years of responsible experience in facilities construction planning and project management that includes managing facilities design, budget preparation and technological implementations; including two years of supervisory experience.