

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR, FACILITIES PLANNING AND MANAGEMENT

L121.300

BASIC FUNCTION: Under direction of the Vice President for Administration, provides professional leadership for the planning, development and management of all District facilities as well as general management and supervision for all related operations (maintenance, grounds, custodial, transportation/parking, printing, and shipping and receiving). The person holding this position will work closely with senior management and staff in the facilities planning and management capacity to support the overall academic mission of the college. This position will plan and direct fiscal and human resources for the construction, maintenance, and safety of all existing and proposed facilities.

REPRESENTATIVE DUTIES: *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *)*

- *1. Provides college leadership to assist academic personnel and senior management in the development and maintenance of a long-range facilities master plan.
- *2. Identifies opportunities and develops plans for new capital construction projects through the planning process and assists in the development of funding for such projects (i.e., through State process, bond measure, and/or private sources). Manages the District's capital outlay program and is responsible for the State's Five Year Construction Plan and the facilities space inventory.
- *3. Manages all major capital construction projects. Serves as the main liaison between the architect, construction manager, District management and program staff to ensure that projects are completed on time and within budget.
- *4. Manages the plans, design and construction activities associated with scheduled maintenance, remodels and renovations. Exercises leadership in campus beautification efforts.
- *5. Plans and directs fiscal and human resources for related operations (maintenance, grounds, printing, custodial, transportation/parking, and shipping and receiving).
- *6. Provides leadership and direct supervision for Facilities Planning and Management staff in the above-mentioned operations.
- *7. Develops and provides campus leadership for the District's Disaster Preparedness Plan in coordination with local fire, law enforcement, and civil disaster officials.
- *8. Develops and manages environmental compliance and safety programs including the hazardous materials control program (hazardous waste management and toxic waste regulation enforcement), water quality control, pesticide/insecticide use, air quality management and resource conservation and recovery. Chairs the campus safety committee and is responsible for the development and implementation of the Injury and Illness Prevention Plan.
- *9. Plans and directs the preparation of bid specifications and bid documents, the analysis of bids, recommendations for bid awards, the negotiating of contracts, cost analysis for special procurement recommendations, and the maintenance of current vendor resources.
- *10. Plans and directs the District's one-year and five-year scheduled maintenance program on existing buildings and new construction projects.
- *11. Directs and administers the maintenance, update and reporting of the state-mandated District Facilities Inventory, Five-year Construction Plan and Project Proposals.
- *12. Plans and directs the activities and operations of the energy management system, campus facilities utilization, campus facilities keying system and security maintenance program.
- *13. Directs the development of necessary responses to recommendations contained in the Statewide Association of Community Colleges' property and liability safety facility inspection reports.
- *14. Reviews and develops policies and procedures in the above-mentioned areas as needed.
- *15. Evaluates and takes action to improve the effectiveness of the organizational structure, policy framework and operational procedures of the units supervised. Determines job tasks and operating procedures that will result in overall work flow processes that are efficient, effective and compatible with the functions and activities of other District departments.
- *16. Provides direct supervision to management and supervisory personnel; supervisory duties include planning and assigning work, maintaining standards, coordinating activities, selecting new employees, acting on employee problems, and recommending and approving employee discipline and discharge as appropriate. Evaluates the work of subordinates for effectiveness and achievement of established goals; offers advice and assistance as needed.
- *17. Develops, implements and monitors operating plans, budgets and expenditures for the units supervised; ensures timely reports as required.

18. Initiates and maintains positive relationships with other departments and members of the College community; facilitates relationships with outside entities while working on joint projects.
19. Serves on a variety of District committees as requested.
20. Performs related work as required.

MINIMUM QUALIFICATIONS; EDUCATION AND EXPERIENCE:

- Any combination equivalent (*) to a Bachelor's Degree in an appropriately related field; **AND**
- Five (5) years of management and supervisory experience managing multiple facility related functions.

**Bachelor's Degree education equivalency equals two (2) years of increasingly responsible work experience for each full year (24-30 units) of college. (College and experience may be combined, but may not replace, the Minimum Qualifications).*

CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:

Valid/current California Driver's License required at time of hire and to be maintained throughout employment

DESIRED QUALIFICATIONS:

1. Master's Degree in facilities management; architecture; construction management; engineering; business administration or a closely related field.
2. License or similar experience in architecture and/or engineering.
3. Experience in physical planning, architecture, engineering or related field.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: laws and ordinances pertaining to the specific responsibilities of the position; supervisory and managerial concepts and principles; budget management; facilities management and construction management principles and practices; government procurement/bidding policies and procedures; modern technology affecting facilities management, printing services and transportation services; and U.S. and private mail services and procedures.

Ability to: apply District policies, rules and procedures; ensure compliance with all laws, regulations and policies through effective supervision and leadership; motivate and provide supervision to a diverse group of employees; plan, lead, organize, coordinate and implement a diverse and large number of campus functions; develop and implement various plans and programs in support of efficient, cost-effective District operations and services; ensure effective, courteous customer service from employees supervised; compile, organize and use various financial information necessary in the preparation of unit budgets; prepare, control and monitor budgets; communicate well, both orally and in writing with all levels of employees, Chancellor's Office representatives, governmental representatives, contractors, vendors, architects, engineers, and the general public, i.e., community members and groups; analyze administrative problems and prepare comprehensive, clear and concise reports and recommendations; make sound, educated decisions; work independently; establish and maintain cooperative working relationships with those contacted in the course of work; work with diverse populations; make required mathematical calculations accurately; and maintain records accurately and completely.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides direct supervision to management and supervisory staff.

PHYSICAL EFFORT:

Normal office environment. Moderate walking around campus buildings and climbing stairs.

CONTACTS:

All classifications of faculty, staff and administration at Butte College; community leaders; vendors; contractors; local law enforcement; State Chancellor's Office personnel; general public.

WORKING CONDITIONS:

Normal office environment

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.