PALOMAR COMMUNITY COLLEGE DISTRICT
Classification Title: Director, Facilities

Department: Facilities                                FLSA Status: Exempt
Staff Category: Administrative Association (Classified Administrator) Salary Range: 70
Supervision Received From: Assistant Superintendent/Vice President, Finance & Administrative Services Original Date: July 2012
Supervision Given: Managerial, Supervisory and Classified Staff in Facilities Last Revision: July 2012

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB SUMMARY.
Responsible for planning, developing, directing and controlling the comprehensive activities, services and operations of the Facilities department and College facilities, including capital construction and improvements and deferred maintenance projects, overseeing work requests, preventive maintenance, emergency repairs and remodeling projects, and directing facilities planning and environmental health and safety.

DISTINGUISHING CHARACTERISTICS.
The Director, Facilities is a stand-alone class and is distinguished from other directors by its responsibility for providing leadership and direction for the Facilities department.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.

2. Plans, organizes, directs, controls, schedules, monitors, and reports the daily facilities maintenance and operations for the District and the District’s Capital Outlay Program; ensures that all facilities operations are performed efficiently, effectively, and safely.

3. Directs, monitors, inspects, and approves plans and programs for environmental health and safety, facilities-related emergency response, injury and illness prevention, Occupational Safety and Health Administration (OSHA) compliance, Air Pollution Control District (APCD) compliance, hazardous material control and disposal, Americans with Disabilities Act (ADA) inspections and accommodations, Division of the State Architect (DSA) procedures and compliance, and all Federal, State, and local codes, laws, and regulations related to facilities.
4. Prepares, submits, and monitors the annual budget for Facilities; researches and approves expenditures for services, supplies, and equipment in accordance with established policies, procedures, and protocols.

5. Directs, oversees, and participates in the preparation of a variety of complex statistical and narrative reports related to facilities operations, projects, programs, and activities.

6. Directs, monitors, schedules, approves, and inspects new, in-progress, and completed construction projects.

7. Plans, schedules, directs, and works with architects, engineers, District staff and faculty, contractors, construction management firms, inspectors, committees, external agencies, and the general public regarding facilities issues; interprets, explains, and responds to inquiries regarding project construction and utilization, facilities policies and procedures, project funding, asset management, State programs, and applicable regulations and requirements.

8. Oversees, develops, supports, and coordinates the development of plans and specifications, requests for quotations (RFQs), requests for proposals (RFPs), selection processes, bidding processes, and final recommendations for award; initiates contracts related to maintenance and operations, facilities operations, and construction projects.

9. Represents the District in legal proceedings associated with employee matters, ADA accommodations, construction procedures, and in defense of injuries related to District facilities.

10. Plans and coordinates research projects related to areas of responsibility.

**Marginal Functions:**

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.

2. Participates in shared governance through service on planning and/or operations committees and task forces.

3. Performs related duties and responsibilities as required.

**QUALIFICATIONS.**

**Knowledge of:**

1. Managerial and leadership principles and practices.

2. Budgeting principles and practices.

3. Facilities administration principles and practices associated with operations and maintenance.

4. Facilities planning and architectural design principles.

5. Facilities construction and renovation principles, practices, and methodologies.

6. Structural, mechanical, civil, electrical, and general engineering principles.

7. Legal and administrative policies, procedures, practices, and processes of Federal, State, and local agencies impacting facilities planning, development, maintenance, and operations.

8. Applicable Federal, State, and local codes, laws, and regulations.

9. Construction project management principles and practices.

10. Community college or public sector capital outlay programs.

11. Design and space planning principles and practices.
12. Program/project management principles and practices.
13. Educational facilities funding resources.
16. Computer applications utilized in facilities planning and design.
17. Risk management principles.
18. Environmental and occupational safety principles, practices, trends, and methodologies.
20. Budgeting principles and practices.
21. Community college organization, operations, policies, and objectives.
22. Construction inspection principles, practices, and methodologies.
23. Building trades methods, equipment, and materials.
24. Basic accounting principles.
25. Public relations principles, including the use of tact, patience, and courtesy.

**Skill in:**

1. Supervising, training and directing the work of others.
2. Providing leadership, support and assistance to campus departments.
3. Utilizing a computer and related software applications.
4. Analyzing and troubleshooting difficult situations accurately and adopting an effective course of action.
5. Establishing and maintaining effective working relationships with those contacted in the course of work.
6. Developing, analyzing, and maintaining division budget.
7. Interpreting complex data and information
8. Reading, interpreting, applying and explaining rules, regulations, policies and procedures.
9. Communicating clearly and concisely, both orally and in writing.
10. Mediating difficult and/or hostile situations.
11. Effectively responding to all situations/incidents using sound judgment and decision-making skills.
12. Directing, organizing, coordinating and implementing a variety of programs, events and activities in assigned areas of responsibility.
13. Managing programs and large-scale construction projects.
14. Interpreting and applying health and safety regulations and applicable Federal, State, and local codes, laws, and regulations, including applicable sections of the California Education Code.
15. Managing the development, implementation, and administration of goals, objectives and procedures.
16. Working independently with little direction.
17. Maintaining detailed records and prepare reports, proposals, policies and programs.
18. Preparing, interpreting, and working with plans, specifications, schematics, diagrams, and drawings.
19. Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.

20. Collecting and analyzing data and presenting effective oral and written reports.

21. Planning and coordinating complex facilities planning and design.

22. Handling difficult and sensitive issues and problems.

23. Planning and implementing comprehensive occupational and environmental safety programs.

24. Preparing clear, concise, and comprehensive correspondence, reports, studies, and other materials.

25. Monitoring regulatory compliance activities.

**Experience and Training Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Eight years of experience in the construction, maintenance and repair of major facilities, including two years of supervisory responsibility.

**Education/Training:**

Bachelor's degree in engineering or a related field.

**License and/or Certificate:**

Possession of a valid California Driver's License.

**WORKING CONDITIONS.**

**Environmental Conditions:**

Indoor and outdoor environment; exposure to computer screens, noise and electrical energy; may be exposed to extreme weather conditions, chlorine gas, PCB, asbestos, dust, fumes and high voltage.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for ambulating for extended periods of time; visual acuity for creating computer-generated work to read printed materials. Must be able to travel between education centers, satellite sites and other District locations.