Incomplete application packages and/or applications without signatures will not be considered. Failure to sign and to complete all fields in the General Information section of the application will be considered an incomplete application. All mandatory supplemental forms must be completed and returned with the application.

All submitted materials become the property of the North Orange County Community College District and will be considered for this position only. The District will not return or make photocopies of application materials. Applicant bears the sole responsibility for ensuring that the application package is complete when submitted. Materials submitted independently of the application package will not be accepted.

Submit application package to:
Human Resources Office
North Orange County Community College District
1830 W. Romneya Dr.
Anaheim, CA 92801

DEADLINE FOR APPLICATIONS
Application package must be received by 5:00 pm, November 12, 2013. Postmarks will not be honored. Application packages received after the closing date will not be accepted. The District does NOT accept application materials by fax or email.

SELECTION PROCESS
The Hiring Committee will paper screen applications and select a limited number of candidates for an interview. This process will take several weeks. At the time of the interview a presentation and/or a written exercise related to the assignment may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications DOES NOT ensure an interview.

Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4621 at least three (3) business days in advance of the scheduled examination/interview date. The candidate selected for employment will be required to provide the following: official transcripts and verification of experience prior to the first duty day; identification and eligibility for employment within three (3) days of employment, pursuant to the Immigration Reform and Control Act; fingerprints and required medical certification pursuant to statute. NOCCCD will not sponsor any visa applications.


Founded in 1913, Fullerton College is the oldest community college in continuous operation in California. As one of five institutions of higher learning in the city of Fullerton, the college is an integral part of a complex higher education system.

The 83-acre campus features instructional buildings that include conventional classrooms as well as laboratory facilities for science, art, computer technology, photography, automotive services, physical education and other specialized programs. A full complement of athletic fields and facilities surrounds the campus. Dr. Rajen Vurdien is the President.

Fullerton College offers its students a comprehensive academic experience, in a real college setting. We are committed to quality education in all areas of study, ranging from transfer-level courses to career certificate programs. These programs, coupled with our full complement of student support services and excellent faculty virtually ensure student success.

Fullerton College is a designated Hispanic-Serving Institution authorized under Title V of the Higher Education Act. The College recognizes the value of diversity in the academic environment of students, as well as faculty and staff, in promoting mutual understanding and respect, and in providing suitable role models for students.


For further information about the position contact:
Claudette Dain – VP, Administrative Services
cdain@fullcoll.edu

ALSO

NOCCCD – “Greatness. Achieved.”

The mission of the North Orange County Community College District is to serve and enrich our communities and inspire life-long learning by providing education that is exemplary, relevant, and accessible.

Two of the state’s premiere colleges and most extensive continuing education programs combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 70,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. College students are able to shape their futures in programs leading to associate degrees, vocational certificates, and transfer opportunities. Life-long learning also is possible in continuing education programs that range from high school completion and basic skills mastery through an array of vocational training and self-development courses. The NOCCCD campuses serve an area of over one million diverse people – each pursuing their own, unique ambitions. The NOCCCD – Greatness. Achieved.

The District is governed by a seven-member Board of Trustees, elected at large by registered voters residing in the District. The Chancellor is Dr. Ned Doffoney. The total District budget for 2012-13 was $194 million.

Cypress College and Fullerton College offer associate degrees, vocational certificates, and transfer education as well as developmental instruction and a broad array of specialized training.

The School of Continuing Education offers a variety of academic, training, and enrichment opportunities, including: high school completion, basic skills mastery, vocational certificates, and self-development courses.
THE POSITION

DIRECTOR, PHYSICAL PLANT & FACILITIES
Job #FCM998

STARTING DATE
Within a mutually agreeable time, as soon as possible after acceptance of the position.

BASIC FUNCTION
Under the direction of a college Vice President or designee, this position is responsible for planning, organizing and directing overall campus facilities programs and maintenance operations and for coordinating and supervising campus auxiliary services as assigned.

DUTIES AND RESPONSIBILITIES
Plan, organize and direct the overall facilities programs and maintenance operations functions for a college campus, including facilities management, campus maintenance and operations, and various auxiliary services; evaluate the effectiveness of facilities programs, maintenance operations and assigned auxiliary services; develop and implement plans and procedures to facilitate and improve operations and activities.

Direct and coordinate campus facilities development, preventative maintenance and special repair projects, including all major infrastructure such as HVAC systems, fire alarm systems, parking lots and storm drains; coordinates the preparation of project proposals; direct and coordinate campus construction and contracting activities, including planning and procurement of services, evaluation of proposals, and development of contracts to secure professional services and products; direct and coordinate campus facilities use and process contractual agreements with personnel, vendors, governmental agencies, and various outside organizations to exchange information, resolve conflicts and issues and coordinate the activities of assigned programs and operations.

Maintain communication with college and District personnel, vendors, governmental agencies, and various outside organizations to exchange information, resolve conflicts and issues and coordinate the activities of assigned programs and operations.

Organize, attend, or chair a variety of administrative and staff meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.

Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.

Plan, organize and arrange appropriate training and staff development activities; provide orientation for new employees.

Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized and timely manner.

Perform related duties as assigned.

Coordinate the preparation of the campus annual space inventory; manage key inventory, issuance and control; maintain inventory control of campus equipment; direct and coordinate the use and maintenance of campus vehicles.

Direct and coordinate campus environmental, safety and training programs, including illness and injury prevention, hazardous materials, and emergency response; manage the campus hazardous waste program; inspect facilities and grounds for safety hazards and maintenance needs and determine maintenance priorities; direct and coordinate the implementation of the campus energy management plan.

Develop and prepare the annual preliminary budget for maintenance and operations activities, utilities, capital outlay and other assigned programs; monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations and activities.

Minimum three (3) years of increasingly responsible management experience in facilities, maintenance and operations functions.

Desirably Qualifications
Administrative experience in public higher education, preferably at a community college.

Other Functions
In addition to the essential functions, the Director, Physical Plant and Facilities may be assigned responsibility for the coordination and supervision of auxiliary services such as campus safety and security operations, campus mail services, campus production services, and campus receiving and warehousing functions.

REQUIRED QUALIFICATIONS
Bachelor’s degree in Business, Public Administration or a related field from a regionally accredited institution.

Desired Qualifications
Demonstrated experience in administering facilities and maintenance operations functions, including buildings and grounds.

Duties and Responsibilities
Duties and responsibilities include, but are not limited to:

- Initiate, review and approve specifications, work orders, service requests, change orders, claims, stop notices, time sheets, requisitions and other documents related to assigned programs, operations and activities; develop, prepare and maintain a variety of detailed and comprehensive reports, records and files related to assigned programs, operations and activities.
- Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized and timely manner.
- Perform related duties as assigned.
- Coordinate the preparation of the campus annual space inventory; manage key inventory, issuance and control; maintain inventory control of campus equipment; direct and coordinate the use and maintenance of campus vehicles.
- Direct and coordinate campus environmental, safety and training programs, including illness and injury prevention, hazardous materials, and emergency response; manage the campus hazardous waste program; inspect facilities and grounds for safety hazards and maintenance needs and determine maintenance priorities; direct and coordinate the implementation of the campus energy management plan.
- Develop and prepare the annual preliminary budget for maintenance and operations activities, utilities, capital outlay and other assigned programs; monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations and activities.
- Minimum three (3) years of increasingly responsible management experience in facilities, maintenance and operations functions.
- Administrative experience in public higher education, preferably at a community college.
- Demonstrated experience coordinating short and long range capital improvement projects, including familiarity with the California Community College Chancellor’s Office facilities funding processes.
- Experience implementing Sustainability Programs, including Energy and Water Conservation Efforts.
- Experience coordinating/linking Educational Master Plans with Facilities Planning.
- Knowledge of Federal and State Building Standards, including Division of State Architects (DSA) processes.

Salary
This is a designated classified management position subject to a one-year probationary period. The initial salary placement range is $97,041 - $122,789 annually, 12-month contract, plus an additional $2,600 annually for an earned doctorate from an accredited institution. Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable.

Benefits
The District is a participating agency in the CalPERS Hospital and Medical Care plan which allows eligible employees to select from several plans for their hospital and medical care. The District pays the full cost of the employee-only health insurance premium for the plan selected by the employee. In addition, the District provides a dental insurance, term life insurance, accident insurance, income protection insurance, and available investment options.

Application Procedure
Reference Job #FCM998 in all correspondence. Download the District Classified Management Application on our website at http://www.nocccd.edu or email requests to hr@nocccd.edu, or contact the Human Resources Office at (714) 808-4810. All application materials must be submitted with the District Classified Management Application as a complete package.

A complete application package MUST include the following:
1. Completed District Classified Management Application.
2. Letter of interest which demonstrates written communication skills and addresses the qualifications relevant to the position.
3. Resume describing educational background and work experience.
4. Undergraduate and graduate college transcripts (may be unofficial). The award of all degrees must be verifiable on a legible transcript. Evaluations of foreign degrees and/or course work are required. See our website at www.nocccd.edu/employment for information regarding evaluation of foreign degrees.

Other Functions
In addition to the essential functions, the Director, Physical Plant and Facilities may be assigned responsibility for the coordination and supervision of auxiliary services such as campus safety and security operations, campus mail services, campus production services, and campus receiving and warehousing functions.

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