NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Cypress College Fullerton College NOCE NORTH ORANGE CONTINUING EDUCATION

Job Description

Job Title:	Director, Physical Plant/Facilities	Salary Range:	25
Date Revised:	4/2/2026	Date Approved:	06/23/2026
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the general direction of an administrator or manager, the Director, Physical Plant/Facilities plans, organizes, and directs the overall facilities programs, maintenance operations, and assigned auxiliary services for the college. The Director provides strategic leadership in facilities management, operations, planning, construction, safety, and sustainability initiatives, ensuring that campus facilities, infrastructure, and related services operate efficiently, safely, and in support of the College's mission and goals. The Director oversees maintenance and operations staff, manages construction and renovation projects, coordinates environmental health and safety programs, develops and monitors budgets, and ensures compliance with applicable regulations, codes, and District standards.

DISTINGUISHING CHARACTERISTICS

The Director Physical Plant/Facilities is a management-level classification responsible for the leadership and oversight of comprehensive facilities maintenance, and operations programs for an assigned college campus. The Director differs from lower-level facilities supervisors and coordinators in that it carries District-wide strategic and administrative responsibilities related to facilities planning, operations, and project management.

The Director exercises a high degree of independent judgment and technical expertise in overseeing preventive maintenance, infrastructure renewal, environmental safety, energy management, and auxiliary support functions. The Director requires strong knowledge of facilities and maintenance operational practices and compliance standards, as well as demonstrated leadership in managing cross-functional teams, budgets, and long-range facilities plans that advance institutional efficiency and sustainability.

ESSENTIAL FUNCTIONS

Examples of essential functions are descriptive and not restrictive in nature.

Maintenance Operations and Facilities Planning

1. Plans, organizes, and directs the overall maintenance, operations, and facilities programs and maintenance operations of the college, including building maintenance, custodial services, groundskeeping, and auxiliary services.
2. Oversees campus infrastructure systems, such as HVAC, electrical, plumbing, fire safety, energy management, and accessibility compliance.
3. Evaluates the effectiveness of maintenance and operations activities and implements improvements to increase efficiency, safety, and sustainability.
4. Directs and coordinates facilities development, preventive maintenance, and special repair projects to maintain operational readiness and extend the lifespan of campus assets.

5. Oversees campus deferred maintenance programs to ensure long-term infrastructure renewal.

Construction and Project Management

6. Participates in project design, scope development, cost estimating, bidding, and procurement activities related to maintenance and operations projects; provides technical feedback to architects, engineers, and consultants regarding constructability, performance, operational efficiency, and adherence to District requirements.
7. .Manages and coordinates project information with consultants, engineers, architects, contractors, and inspectors for maintenance-related projects; reviews and evaluates cost estimates, proposals, and change orders; provides recommendations, as appropriate.
8. Collaborates with technical consultants to address architectural, structural, civil, electrical, mechanical, landscaping, and specification issues related to maintenance and operations; assists with developing project phasing and logistics plans; recommends revisions or enhancements to improve project effectiveness and overall outcomes.
9. Attends and participates in pre-bid walks, pre-construction meetings, and project progress meetings for maintenance related construction projects to clarify expectations and ensure adherence to contract requirements, schedules, budgets, and quality standards.
10. Determines the appropriate scope of work for a variety of maintenance related projects and establishes the necessary steps and actions required to successfully complete each project from initiation through final completion.
11. Initiates, reviews, and approves specifications, work orders, service requests, change orders, claims, stop notices, pay applications, timesheets, requisitions, and other documents related to maintenance and operations construction projects; develops, prepares, and maintains reports, records, and files to support these activities.
12. Provides support and guidance to the capital projects team including participation in project design and development, construction activities such as project meetings, design changes, equipment and materials selection and project closeout
13. May participate in bond-funded and capital construction projects and participates in consultant selection and evaluation processes, as directed..

Environmental Health, Safety, and Sustainability

14. Participates in campus environmental safety, training, and risk management programs, including hazardous materials handling, emergency preparedness and response, and illness and injury prevention.
15. Conducts facility inspections to identify safety hazards and maintenance needs; establishes corrective action priorities.
16. Manages campus hazardous waste and environmental compliance programs in coordination with District Risk Management.
17. Develops and implements energy management, resource conservation, and sustainability initiatives to improve operational efficiency and reduce environmental impact.
18. Oversees and participates in facility-related sustainability efforts.

Budget and Resource Management

19. Develops, prepares, and administers the annual preliminary budget for maintenance and operations.
20. Monitors and controls expenditures to ensure budget compliance; prepares and maintains detailed and comprehensive reports, records, files, and documentation.
21. Oversees the department's purchasing activities to ensure cost-effective procurement of services, materials, and equipment.
22. Manages a variety of proprietary activities related to inventory management, such as the annual campus space utilization inventory, equipment acquisition, and surplus disposal; oversees key and vehicle control programs.

Communication and Collaboration

23. Serves as a liaison between the college and District department personnel, contractors, vendors, and external agencies and organizations regarding maintenance and operations projects and operations; receives, responds to, and resolves conflicts, concerns, or issues, as needed.
24. Coordinates with instructional and administrative divisions to ensure maintenance and operations services meet campus needs.
25. Prepares and presents reports, analyses, and recommendations to senior leadership, governing boards, and committees.
26. Represents the college in meetings, inspections, and consultations related to maintenance, operations, and construction.

Leadership and Staff Development

27. Trains, supervises, evaluates, and directs the work of assigned personnel; promotes professional growth and continuous improvement within the department.
28. Participates in college and/or District recruitment, screening, and hiring practices; may serve on selection and/or hiring committees, as requested.
29. Organizes, leads, or participates in committees and workgroups related to facilities, sustainability, safety, and campus operations.
30. Provides orientation, safety training, and technical instruction for new and existing employees.
31. Fosters a positive, inclusive work culture that values teamwork, accountability, and equity.

Technology and Process Improvement

32. Researches, identifies, and applies emerging technologies in facilities for maintenance and operations project tracking systems to improve efficiency.
33. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

Diversity, Equity, and Inclusion

34. Provides leadership in advancing District and College efforts to increase workforce diversity, close equity gaps, and foster an inclusive work and learning environment.

35. Participates in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; actively assists in the creation of a welcoming and inclusive work and educational environment; attends and participates in diversity, equity, and inclusion trainings and events.

General

36. Performs other duties that support the overall objective of the position.

WORKING RELATIONSHIPS

The incumbent engages and maintains contact with various District administrators, management, faculty, staff, students, vendors, government agencies and organizations, higher education institutions, the California State Chancellor's Office, and the public.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree from a regionally accredited institution in Business, Public Administration, or related discipline); **AND**
- Six (6) years of increasingly responsible management experience in Facilities, Maintenance and Operations, or related field; **AND.**
- **Or,** any combination of education and experience which would provide the required equivalent qualifications of the position.
- Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

DESIRABLE QUALIFICATIONS

- Master's Degree in Business Administration, Public Administration, Engineering, or related discipline.
- Experience with facilities planning and management, including scheduled maintenance and maintenance-related construction projects.
- Experience working in a California community college facilities management role.
- Administrative experience working in an educational or public sector environment.
- Demonstrated experience fostering an inclusive and welcoming work or educational environment through equity-minded approaches in professional interactions with colleagues and students.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Knowledge and understanding of District, college, division, department, and/or program organizations, operations, policies, procedures, rules, laws, regulations, goals, and objectives related to the area of assignment.

- Knowledge of and familiarity with the California Education Code and other applicable laws and regulations related to the area of assignment.
- Knowledge of California Community College Construction Act, Capital Outlay Budget Handbook, Scheduled Maintenance, Special Repair Program, and Hazardous Substance Program.
- Knowledge of competitive bidding process, contract administration practices, and general facilities planning techniques.
- Knowledge of federal and state laws and regulations related to facilities planning, construction, and labor compliance procedures.
- Knowledge of general budgeting and accounting principles and procedures related to facilities planning and construction.
- Knowledge and understanding of competitive bidding process, contract administration practices, and general facilities planning techniques.
- Knowledge of federal and state laws and regulations related to facilities planning and construction, and labor compliance procedures.
- Knowledge and understanding of design processes, design phases, design management, school construction, and coordination of subconsultants.
- Knowledge of required steps for project management and accountability, including current construction costs and practices.
- Knowledge of methods and execution of project management, budgeting, scheduling, contracts, planning and construction, materials, equipment, and supplies related to facilities.
- Knowledge of local, state, and federal laws governing construction of community college facilities.
- Knowledge of the Division of State Architecture (DSA) project guidelines.
- Knowledge of the California Environmental Quality Act, Storm Water, Pollution and Prevention Programs, Hazardous Materials Abatement Programs, and Energy Saving Incentives and Programs.
- Knowledge of District organization, operations, policies, and objectives related to facilities planning, construction, and contractual agreements for services.
- Knowledge of recordkeeping, filing, file sharing, and filing system methods and techniques.
- Knowledge of the Americans with Disabilities Act (ADA).
- Knowledge of Occupational Safety and Health Administration (OSHA) regulations.
- Knowledge of the National Institute of Occupational Safety and Health (NIOSH).
- Knowledge of public bidding processes.
- Knowledge of federal and state regulations related to student services, such as FERPA.
- Knowledge and awareness of equity and inclusion principles, particularly in the context of student support services.
- General knowledge of community college structures, processes, and student demographics.

Skills:

- Facilities and maintenance programs.
- Project Management.

- Strong organizational skills with the ability to prioritize and manage multiple tasks efficiently.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Excellent written and verbal communication skills, with the ability to draft clear and concise reports, correspondence, and presentations.
- Data collection, analysis, and reporting, particularly in relation to program outcomes and student participation.
- Computer software programs, applications, databases, and Enterprise Resource Planning Systems (ERP) systems; computer hardware and peripheral equipment related to the area of assignment.

Abilities:

- Ability to work independently and collaboratively within a team environment.
- Ability to interact positively and professionally with a diverse student population, faculty, and staff.
- Ability to plan, organize, coordinate, manage, and expedite projects related to the assignment.
- Ability to develop, prepare, and administer assigned budgets.
- Ability to read blueprints, architectural designs, and project plans.
- Ability to analyze and evaluate facilities planning and construction proposals, budgets, contracts, and contractor performance and compliance.
- Ability to operate a computer and assigned software.
- Ability to drive a vehicle to conduct work and visit multiple facilities and active construction sites.
- Ability to lead and supervise complex public works construction contract activities.
- Ability to prepare complex bid documents and conduct pre-bid conferences and public bid openings before large groups.
- Ability to exercise good judgment and initiative in resolving problems in making recommendations.
- Ability to conduct effective contract negotiations.
- Ability to maintain records and prepare reports.
- Ability to supervise, train, and provide work direction to others.
- Ability to interact courteously and effectively with faculty, staff, and the public.
- Ability to interpret and follow written and verbal instructions, safety procedures, and operational guidelines.
- Ability to plan, organize, and prioritize workload to meet schedules and timelines.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability to learn and adapt to new software, systems, and processes as required.
- Ability to provide empathetic and effective support to students, addressing their needs and concerns with professionalism.
- Ability to attend and participate in diversity, equity, and inclusion trainings and events.
- Ability to provide an inclusive and welcoming work/educational environment.

- Ability to demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.
- Ability to establish and maintain effective and cooperative working relationships with those encountered in the course of work.

SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Possession of or ability to possess a valid driver license based on the need related to the area of assignment if and when travel is required in the course of work.
- Travel may be required for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:
While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to perform fine/gross finger manipulation, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds, unassisted and up to 75 pounds with assistance; must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). The incumbent may be required to lift heavy materials and operating machinery.
Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

The incumbent may be required to work a flexible and varying work schedule based on the needs of the department, including evenings and weekends, as needed.

Mental Demands:
While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions:
Work is performed in indoor and outdoor environments, subject to adverse weather conditions and a variety of safety considerations. The incumbent may be subject to high levels of noise from equipment, dust, fumes, and varying weather conditions; exposure to hazardous chemicals and materials as well as various insects or rodents/pests. The incumbent may be required to wear a respirator or other safety equipment in the execution of essential responsibilities including personal protective equipment (PPE). The incumbent may be subject to constant interruptions and frequent interaction with District and college personnel and the public. Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions of the position.

North Orange County Community College District (NOCCCD) is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. NOCCCD is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.

NOCCCD looks for likeminded and inclusive individuals who represent the community's diversity and demonstrate a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.