



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT



Job Description

Job Title:	Director, Capital Planning, Design, and Construction	Salary Range:	28
Date Revised:	4/2/2026	Date Approved:	6/23/2026
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, Capital Planning, Design, and Construction (CPD&C) oversees and directs the campus's capital improvement program, providing strategic leadership and program-level oversight. The Director ensures that all project initiatives align with the District's Strategic Plan, Educational and Facilities Master Plans, Sustainability Plan, District/Campus standards, and other institutional goals. The role also oversees long-range facilities planning, space inventory, and space utilization, providing expert guidance on campus improvements and capital priorities that support the institution's evolving educational mission. The Director serves as the primary department liaison between the District and campus administrators.

The Director, Capital Planning, Design, and Construction leads comprehensive efforts in facilities planning, design development, budgeting, and program-level construction management. The Director serves as a key liaison among architects, engineers, contractors, campus leadership, and external agencies, providing high-level direction and technical oversight throughout the design and construction process.

DISTINGUISHING CHARACTERISTICS

The Director, Capital Planning, Design, and Construction is a management-level classification responsible for the strategic oversight of campus construction, renovation, and capital improvement projects. The Director requires advanced professional expertise and demonstrates equity-minded leadership in fostering an inclusive campus environment in facilities planning, project management, and capital improvement program administration.

This classification is distinguished by its comprehensive authority over multiple concurrent projects with significant fiscal responsibility, and direct coordination with executive leadership, consultants, and regulatory agencies. The Director combines technical expertise in construction management and architectural planning with strong administrative leadership, contract management, and regulatory compliance oversight.

Unlike supervisory or coordinator classifications, the Director provides program-level leadership, policy development, and strategic oversight of capital projects, while ensuring that campus infrastructure supports academic and operational priorities. The Director, Capital Planning, Design, and Construction exercises significant independent judgment and represents the District and campus in matters related to capital planning and facilities improvement.

ESSENTIAL FUNCTIONS

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



**NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT**



Cypress College



Fullerton College



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Project Planning, Construction, and Management

1. Direct, administer, and supervise all phases of capital improvement projects at a program level, ensuring alignment with institutional priorities and compliance with applicable codes and DSA regulations and oversee day-to-day execution by Project Managers.
2. Ensure the timely and accurate processing and maintenance of records, reports and files related to assigned facilities planning and construction projects, including drawing files of buildings, floor plans and campus site plans to maintain documentation of existing campus facilities for accurate historical and operational reference.
3. Develops, implements and maintains a quality control and assurance program for planning activities related to new construction and renovation projects.
4. Coordinates and oversees the work of architects, engineers, contractors, and consultants; reviews and approves design documents and technical specifications; and conducts high-level site inspections and safety audits.

Procurement and Contract Administration

5. Oversees procurement and contract administration for all professional and construction services at a policy and approval level, ensuring compliance with District purchasing standards.
6. Provides oversight of consultant and contractor performance; ensures fiscal and procedural compliance with District, state, and federal requirements.
7. Review, develop, monitor, and administer consultant, vendor, and contractor agreements; ensuring department's contractual compliance.

Budgeting, Fiscal Oversight, and Reporting

8. Plans, estimates, and administers the department's operating budget.
9. Develops, monitors, and manages procedures and practices for capital project budgets including grant funding, general obligation bond funding, state bond funding, and other funding resources available to ensure fiscal integrity and compliance with funding allocations.
10. Provides oversight of program budget and approval for significant project budget adjustments, expenditures, and change orders, ensuring alignment with scope, budget, and schedule.
11. Prepares cost analyses, projections, and financial reports for administrative and Board review.
12. Consults and coordinates with College administrators, faculty and staff to develop the college's portion of the districtwide Five-Year Construction Plan including Initial Project Proposals (IPP), Final Project Proposals (FPP), and other related reports or plans.
13. Responsible for planning, implementation, and requesting State capital outlay funding for campus projects.

Facilities Planning and Space Utilization

14. Leads long-range facilities and space planning efforts in collaboration with District and campus leadership.
15. Leads campuswide ADA Transition facility barrier removal plan implementing methods,



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- scoping, and budgets for projects to be completed on campus.
16. Analyzes program and space utilization data, recommends capital development priorities, and supports the integration of master planning, sustainability, and accessibility goals into campus infrastructure strategies.
 17. Assist with space utilization efforts including providing updates, oversight, and report of space inventory in FUSION.

Compliance, Quality Assurance, and Continuous Improvement

18. Ensures compliance with all applicable construction and safety laws, codes, and standards, including DSA, California Environmental Quality Act (CEQA), Americans with Disabilities Act (ADA), Title 24, and Occupational Safety and Health Administration (OSHA).
19. Develops and implements quality assurance procedures, environmental and safety programs, and process improvement initiatives to enhance efficiency, transparency, and accountability across all capital programs.

Project Communication and Stakeholder Engagement

20. Serves as a primary liaison among District administrators, architects, engineers, contractors, and regulatory agencies to ensure coordinated communication and timely project delivery.
21. Provides regular updates and strategic reports to executive leadership and the Board and leads campus committees related to capital planning and sustainability.

Planning, Design, and Technical Coordination

22. Develops and implements standards and procedures for campus facility modification requests; provides oversight and approval and advises on recommendations.
23. Provides technical leadership and oversight during the planning and design phases of capital projects to ensure alignment with instructional, operational, and sustainability goals.
24. Develops and maintains campus design standards in collaboration with Information Technology, Maintenance & Operations, and other stakeholders.
25. Oversight of procedures, preparation and management of requests for proposals (RFPs) and agreements for professional and technical services.
26. Oversees consultant activities and the preparation of required reports such as CEQA documentation, land surveys, and soil analyses. Reviews and evaluates architectural and engineering drawings, offering recommendations to enhance design integrity, performance, and cost efficiency.
27. Manages land use and real estate planning and development for the College.

Leadership and Supervision

28. Provides leadership, supervision, and mentorship to assigned staff, promoting accountability, professional development, and a culture of safety and inclusion.
29. Trains, supervises, evaluates, and directs the work of assigned staff; participates in recruitment and selection processes.
30. Develops and implements project management procedures and best practices for consistency and continuous improvement.



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Technology and Process Improvement

31. Oversees development and implementation of project management procedures and best practices for consistency and continuous improvement.
32. Implements process improvement initiatives and emerging technologies to enhance efficiency, transparency, and accountability in project management systems.
33. Researches, identifies, and applies emerging technologies in facilities and project tracking systems to improve efficiency.

Diversity, Equity, and Inclusion

34. 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

35. Attends and participates in job-related training and professional development opportunities to enhance job performance, skill, and subject matter expertise within the area of assignment.
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 Engineering, Architecture, Construction Management or related discipline); **AND**
- Eight (8) years of increasingly responsible management experience within the last ten (10) years in project management, construction management, or related field ;
- **Or**, any combination of education and experience which would provide the required equivalent qualifications of the position. **AND**
- 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

- Experience in managing local bond and state funded projects.
- Experience working in a California community college facilities management role.
- Experience working in an educational or public sector environment.



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- 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 of:

- District, college, division, department, and/or program organizations, operations, policies, procedures, rules, laws, regulations, goals, and objectives related to facilities planning, construction, and contractual agreements for services.
- California Education Code and other applicable laws and regulations related to the area of assignment.
- California Community College Construction Act, Capital Outlay Budget Handbook, Scheduled Maintenance, Special Repair Program, and Hazardous Substance Program.
- Competitive bidding process, contract administration practices, and general facilities planning techniques.
- Federal and state laws and regulations related to facilities planning and construction, and labor compliance procedures including but not limited to California Code of Regulations Title 24.
- Design processes, design phases, design management, school construction, and coordination of consultants.
- Required steps for project management and accountability, including current construction costs, practices, and delivery methods.
- Methods and execution of project management, budgeting, scheduling, contracts, planning and construction, materials, equipment, and supplies related to facilities.
- Local, state, and federal laws governing construction of community college facilities including the Field Act and Division of the State Architect requirements.
- California Environmental Quality Act, Storm Water, Pollution and Prevention Programs, Hazardous Materials Abatement Programs, and Energy Saving Incentives and Programs.
- Program and project budgeting, accounting principles, and procedures related to facilities planning and construction.
- Research project policies, procedures, and practices, including data collection and analysis.
- Recordkeeping, filing, file sharing, and filing system methods and techniques.
- Americans with Disabilities Act (ADA).
- Occupational Safety and Health Administration (OSHA) regulations.
- National Institute of Occupational Safety and Health (NIOSH).
- Public Works and bidding processes including California Uniform Public Construction Cost Accounting Act (CUPCCAA).
- Federal and state regulations related to student services, such as FERPA.
- Equity and inclusion principles, particularly in the context of student support services.
- Community college structures, processes, and student demographics.



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Skills:

- Program management.
- Project management.
- Facilities and construction projects.
- Strong organizational skills with the ability to prioritize and manage multiple tasks efficiently.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Bluebeam, scheduling software, and other relevant industry related 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.

Ability to:

- Work independently and collaboratively within a team environment.
- Interact positively and professionally with a diverse student population, faculty, and staff.
- Plan, organize, coordinate, manage, and expedite projects related to the assignment.
- Develop, prepare, and administer project budgets.
- Manage multiple projects simultaneously and manage the quality of work performed by outside professionals and contractors.
- Read, interpret, and evaluate construction plans, blueprints, and specifications, including laws, policies, regulations, and contracts.
- Utilize the State Chancellor's Office FUSION software.
- Operate computer and assigned software.
- Drive a vehicle to conduct work and visit multiple facilities and active construction sites.
- Analyze and evaluate facilities planning and construction proposals, budgets, contracts, and contractor performance/compliance.
- Lead and supervise complex public works construction contract activities.
- Prepare complex bid documents and conduct pre-bid conferences and public bid openings before large groups.
- Exercise good judgment and initiative in resolving problems by making recommendations.
- Conduct effective contract negotiations.
- Maintain electronic records and prepare reports.
- Supervise, train, and provide work direction to others.
- Interact courteously and effectively with faculty, staff, and the public.
- Interpret and follow written and verbal instructions, safety procedures, and operational guidelines.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Maintain confidentiality and handle sensitive information with discretion.
- Learn and adapt to new software, systems, and processes as required.
- Provide empathetic and effective support to students, addressing their needs and concerns with professionalism.
- Attend and participate in diversity, equity, and inclusion trainings and events.
- Provide an inclusive and welcoming work/educational environment.



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- 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.
- 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. 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.



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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.