

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Manager, District Facilities Planning, Maintenance and Construction Contracts	Range: 18 (CL)	Management Schedule
Date Revised:	July 25, 2018	Date Approved:	August 14, 2018
<b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD</b>			

### **PRIMARY PURPOSE**

Under the direct supervision of the District Director, Facilities Planning and Construction, this position is responsible for planning, organizing and directing the overall maintenance and operations functions for the Anaheim Campus, assisting with the planning and administration of District public works construction and contracting activities including recommending construction projects, coordinating all requirements of the Division of the State Architect's Office (DSA), and developing and coordinating submittals for State programs and other funding.

### **ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Plans, organizes and directs the overall maintenance and operations functions for the Anaheim Campus; establishes maintenance and operations work standards, procedures and schedules; establishes a preventive maintenance program for the campus; inspects campus for maintenance needs and safety hazards and determines maintenance priorities. Develops and prepares the annual preliminary budget for maintenance and operations activities, utilities, capital outlay and other assigned programs; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.
2.	Directs and coordinates 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; directs and coordinates campus construction and contracting activities, including planning and procurement of services, evaluation of proposals, and development of contracts to secure professional services and products; directs and coordinates campus facilities use and processes contractual agreements related to the use of facilities.
3.	Assists in the management of District public works construction and contracting activities, including planning and procurement of services, financing, evaluation of proposals, and development of contracts to secure professional services and products; negotiates contract terms and conditions; reviews contracts related to facilities planning and construction activities to ensure compliance with legal and contractual mandates and other requirements.
4.	Coordinates Projects and Programs Including but not limited to Five Year Construction Plan, Campus Annual Space Inventory, State Scheduled maintenance Program, Seismic Retrofit Program, Capital Outlay and required submittals; maintains inventory control of campus equipment; directs and coordinates the use and maintenance of campus vehicles.
5.	Coordinates the work of contractors and subcontractors; reviews plans and drawings to assure conformance with District standards; provides for proper inspection of work in progress and completed; assists site maintenance and operations personnel in reviewing work in progress and facilities needs.

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6.	Reviews and recommends approval of claims and invoices submitted against contract for facilities planning and construction activities; ensures timely payments to contractors and vendors; assists in monitoring and updating construction project budgets; ensures that labor compliance programs are appropriately implemented and administered relative to qualifying projects.
7.	Works with governmental agencies as assigned to coordinate funding sources for District facilities projects; supervises the timely processing of state reimbursement claims related to facilities planning and construction activities; monitors rebates and other related local and private sources of funding; attends various city, county and state hearings and meetings related to District facilities.
8.	Supervises the development of requests for proposals (RFPs) for District public works construction; prepares related narrative and statistical reports; conducts pre-bid conferences and public bid opening; performs bid and cost analyses; participates in bid protest resolution
9.	Initiates, reviews and approves specifications, work orders, service requests, change orders, claims, stop notices, time sheets, requisitions and other documents related to assigned programs, operations and activities; develops, prepares and maintains a variety of detailed and comprehensive reports, records and files related to assigned programs, operations and activities.
10.	Maintains communication with District and college personnel, vendors, governmental agencies, and various outside organizations to exchange information, resolve conflicts and issues and coordinate the activities of assigned programs and operations.
11.	Organizes, attends, or chairs a variety of administrative, staff, contractor and vendor meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
12.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes. Prioritize and coordinate duties and assignments to assure effective workflow to facilitate operations: recommends personnel actions as appropriate.
13.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
14.	Prepare and maintain various records, files, logs, and reports related to personnel, inventory, supplies, work requests, work performed, and safety issues.
15.	Determine needed equipment, materials and supplies for maintenance operations; requisition a variety of supplies, tools and equipment, review purchase requisitions submitted by staff and make recommendations for approval; assure proper receipt of ordered materials.
16.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
17.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.

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18.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
19.	Performs related duties as assigned.

### **OTHER FUNCTIONS**

In addition to the essential functions, the Manager, District Facilities Planning, Maintenance and Construction Contracts shall have the responsibility of ensuring that all capital projects districtwide are closed out and certified with the Division of the State Architect.

### **WORKING RELATIONSHIPS**

The Manager, District Facilities Planning, Maintenance and Construction Contracts maintains frequent contact with District and college personnel, vendors, governmental agencies, and various outside organizations.

### **EDUCATION AND EXPERIENCE**

#### **Minimum Qualifications**

Possession of a bachelor's degree and six years of general experience in operations, maintenance or facilities functions, preferably with at least two years of increasingly responsible management or supervisory experience.

#### **Desirable Qualifications**

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of California Community College Construction Act, Capital Outlay Budget Handbook Scheduled Maintenance and 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 and construction, and labor compliance procedures  
Knowledge of District organization, operations, policies and objectives related to facilities planning, construction, and contractual agreements for services  
Knowledge of general budgeting and accounting principles and procedures related to facilities planning and construction  
Knowledge of research project policies, procedures and practices, including data collection and analysis  
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary  
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Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary  
Knowledge of record keeping procedures Knowledge of appropriate software and databases  
Ability to read blueprints

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Ability to analyze and evaluate facilities planning and construction proposals, budgets, contracts, and contractor performance/compliance

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 interpret, apply and explain rules, regulations, policies and procedures Ability to assess, analyze, implement and evaluate research project activities Ability to analyze situations accurately and adopt an effective course of action Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions Ability to communicate efficiently both orally and in writing Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

Valid California driver's license.

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**WORKING CONDITIONS**

Office environment subject to constant interruptions and frequent interaction with others; field environment requiring site inspections and travel to and from various job sites.

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