



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT



Job Description

Job Title:	Assistant Director, Facilities, Planning and Construction	Salary Range:	20
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 designee, the Assistant Director, Facilities, Planning, and Construction plans, organizes, and directs all maintenance, operations, and facilities development functions for the assigned campus. The Assistant Director oversees maintenance and operations programs, preventive maintenance activities, facility improvements, and public works construction and contracting.

The Assistant Director, Facilities, Planning, and Construction manages campus infrastructure, coordinates with the Division of the State Architect (DSA) and state programs, develops and monitors budgets, prepares project documentation, and ensures compliance with legal, regulatory, and safety standards. The Assistant Director also provides leadership in staff supervision, training, and equity-minded management practices to ensure safe, efficient, and inclusive facilities operations.

DISTINGUISHING CHARACTERISTICS

The Assistant Director, Facilities, Planning, and Construction is a management-level position responsible for campus-wide facilities operations, maintenance, and construction project coordination. The Assistant Director is distinguished by its dual focus on both operational oversight and capital project management. The Assistant Director exercises independent judgment in planning, budgeting, and implementing complex projects, and ensures compliance with DSA, Title 24, and other regulatory requirements.

The Assistant Director, Facilities, Planning, and Construction differs from facilities supervisory classifications by its broader administrative scope, fiscal accountability, and direct involvement in public works contracting, construction procurement, and infrastructure development. The Assistant Director, Facilities, Planning, and Construction requires strong leadership, technical expertise, and collaboration with District administrators, architects, contractors, and regulatory agencies to deliver safe, sustainable, and high-quality campus environments.

ESSENTIAL FUNCTIONS

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

Maintenance and Operations Management

1. Plans, organizes, and directs all maintenance and operations functions for District and campus sites; ensures a safe, efficient, and reliable building and facility performance.
2. Establishes and implements preventive maintenance programs, standards, and work schedules.
3. Inspects campus facilities to identify maintenance needs and safety hazards; determines repair priorities and initiates correct actions.



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4. Oversees the maintenance and operation of major infrastructure systems including but not limited to HVAC, fire alarms, storm drains, and parking facilities.

Budgeting and Fiscal Oversight

5. Develops and prepares annual preliminary budgets for maintenance, operations, utilities, and capital projects; monitors and controls expenditures with District policies.
6. Directs the preparation and maintenance of detailed and comprehensive reports, records, and files related to budgets, programs and operations.
7. Reviews and recommends approval of purchase requisitions, contracts, change orders, claims, and invoices in compliance with approved contract; ensures timely payments to contractors and vendors.
8. Assists in tracking and updating construction project budgets; ensures proper implementation and administration of labor compliance programs for applicable projects.

Facilities, Planning, Construction, and Contract Management

9. Coordinates and assists in District public works construction and contracting activities, including project planning, procurement, proposal evaluation, and contract development.
10. Prepares and reviews requests for proposals (RFPs), bid specifications, and cost analyses; participates in bid evaluations, pre-bid conferences, and protest resolution.
11. Initiates, reviews, and approves a variety of documents such as specifications, work orders, service requests, change orders, claims, stop notices, time sheets, and requisitions related to assigned programs and operations;
12. Ensures compliance with all applicable regulations, including DSA requirements, labor compliance programs, and state and federal construction mandates.
13. Reviews project plans and drawings for compliance with District standards; provides oversight and inspection of work in progress and completed projects.
14. Manages special repair, deferred maintenance, and infrastructure improvement projects, including seismic retrofit, capital outlay, and state-funded maintenance programs.

Procurement and Resource Management

15. Determines materials, equipment, and supplies needed for maintenance and operations; approves requisitions and ensures proper receipt and distribution.
16. Oversees the use and maintenance of campus vehicles and equipment.
17. Coordinates with vendors, contractors, and consultants to ensure quality work, adherence to project timelines, and cost-effective resource management; inspects completed construction and work in progress to ensure project meets facilities needs.

Leadership and Development

18. Selects, trains, supervises, evaluates, and directs the work of assigned staff; assigns and prioritizes work to ensure effective workflow and service delivery.
19. Plans and conducts training and staff development programs to promote skill growth, safety awareness, and career advancement.
20. Provides orientation for new employees and promotes a collaborative, equitable, and inclusive workplace culture.
21. Provides leadership in District and college efforts to enhance accessibility in facilities operations and employment practices.



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Compliance, Reporting, and Communication

22. Maintains communication with District and campus leadership, external agencies and/or organizations, vendors, and contractors to coordinate facilities projects and resolve conflicts and/or issues.
23. Prepares, maintains, oversees, and presents a variety of detailed, comprehensive, and technical reports, records, files, and logs to support program activities and ensure accurate documentation.
24. Organizes, participates in and/or chairs administrative, staff, vendor, and contractor meetings; serves on committees and special projects, as assigned.

Technology and Process Improvement

25. Remains current with emerging technologies, equipment, techniques, and industry advances to enhance efficiency and security.
26. Recommends process improvements for facilities and construction efficiency and sustainability.
27. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

Diversity, Equity, and Inclusion

28. 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

29. 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.
30. 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 a related discipline); **AND**
- Six (6) years of general experience in operations, maintenance, or facilities functions;
- **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



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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 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 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 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 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 construction projects.
- 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.



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- 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 read blueprints.
- 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 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.



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- 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 operate 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



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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.