

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

**CLASS TITLE: SENIOR DIRECTOR –
FACILITIES, PLANNING &
CAMPUS DEVELOPMENT**

SALARY TABLE: 30

SALARY RANGE: 160

BASIC FUNCTION:

Under the direction of the Vice President-Business Services, plan, organize, control and direct planning, operations and activities involved in the major maintenance, planning and construction of College District buildings, facilities, grounds and equipment; coordinate and perform a variety of specialized duties involved in the preparation, distribution and review of related planning, construction, fiscal, contractual and purchasing documents and correspondence; prepare, develop and maintain long-range plans for the College District; coordinate and direct communications, personnel, projects and resources to meet College District needs; oversee departmental activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct operations and activities involved in the major maintenance, planning and construction of College District buildings, facilities, grounds and equipment; establish and maintain departmental and project time lines and priorities; assure related activities comply with established laws, codes, rules, regulations, ordinances, policies and procedures.

Plan, organize and direct planning, accounting, scheduling and implementation functions in support of College District planning and construction; establish and maintain accounting procedures and internal controls for projects.

Coordinate and direct projects involved in the preparation, distribution and review of related planning, construction, fiscal, contractual and purchasing documents and correspondence; draft, develop and maintain project specifications, requests for proposals, bid documents, professional service agreements and construction contracts; coordinate projects with architects, engineers, contractors and consultants.

Provide technical information and assistance to the Vice President of Business Services regarding major maintenance, planning and construction activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Coordinate and direct communications, personnel, projects and resources to meet College District needs and oversee departmental activities.

Prepare, develop and maintain District-wide five-year capital outlay plan, five-year scheduled

June 2021

Ewing Consulting, Inc.

maintenance plan, space inventory and other long-range development plans; coordinate and oversee budget development, scheduling and quality control for assigned projects.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and schedules, and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Estimate time, personnel, contract, material and equipment requirements for projects; calculate and prepare cost estimates; monitor progress of projects and modify activities to meet established objectives, budgetary limitations and time lines as appropriate; monitor, analyze and adjust projects in response to issues related to fiscal performance; assist in bidding functions as requested.

Serve as a liaison between administrators, personnel, contractors, vendors, outside organizations and governmental agencies concerning the development, design, planning, scheduling, accounting and implementation functions related to assigned projects; respond to inquiries and provide technical information concerning related specifications, time lines, documents, standards and requirements.

Monitor projects for progress, assess contractor performance and provide technical assistance to administrators, outside agencies and others concerning related budgets, contracts, needs and issues; monitor projects for accuracy, completeness and compliance with established contracts and specifications; assure proper and timely resolution of related issues, conflicts and discrepancies.

Coordinate and assist with Division of State Architect inspection of projects and contractors for compliance with specifications and requirements.

Research, assemble, compile and analyze a variety of technical information related to planning, construction, major maintenance and renovation projects and related functions; submit and file required documents with local agencies as needed. Participate in the development and preparation of budgets for long-range plans and construction, major maintenance and renovation projects; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Direct and evaluate construction, maintenance and renovation activities for financial effectiveness and operational efficiency; participate in the development and implementation of practices, policies and procedures to enhance financial effectiveness and operational efficiency.

Prepare and maintain a variety of financial, statistical and narrative records, reports and files related to projects, plans, specifications, inspections, funding, financial activity, budgets and assigned duties.

Communicate with personnel, administrators, contractors and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Coordinate, oversee and participate in a variety of activities involved in enhancing campus accessibility and removing architectural barriers.

Attend and participate in a variety of meetings as assigned; prepare and deliver presentations related to construction, maintenance and repair activities; attend various seminars; present information or provide training on concepts pertaining to campus sustainability, planning, design, construction or maintenance to the Board or campus community as needed or required.

Coordinate, organize and lay out major maintenance, installation and construction tasks; interpret plans, diagrams, blue prints, sketches and specifications.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of operations and activities involved in the major maintenance, planning and construction of College District buildings, facilities, grounds and equipment.

Principles, practices, procedures, techniques and terminology involved in the preparation, development and maintenance of long-range construction plans.

General accounting functions, principles, practices and procedures related to the planning, development and implementation of construction projects.

College District facilities design, construction and maintenance methodologies, funding mechanisms and legal requirements.

Construction practices and procedures of cost estimating, project scheduling and project management.

General practices and procedures involved in contract and purchasing negotiation and administration. Proper methods, techniques, materials, tools and equipment used in modern planning, project design and construction work.

Preparation of cost estimates and planning, construction, fiscal, contractual and purchasing documents for major construction projects.

Applicable local, State and federal laws, codes, ordinances, regulations, policies and safety precautions.

Terminology, concepts, methods and procedures involved in the management of planning functions. Budget preparation and control.

Health and safety regulations and procedures.

Operation of a computer and assigned software.

Policies and objectives of assigned programs and activities.

Principles and practices of administration, supervision and training.

Record-keeping and report preparation techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

June 2021

Ewing Consulting, Inc.

Plan, organize, control and direct planning, accounting, scheduling and implementation functions in support of College District design, construction, major maintenance and renovation projects.

Coordinate and direct communications, personnel, projects and resources to meet College District needs and assure smooth and efficient departmental activities.

Coordinate and perform a variety of specialized duties involved in the preparation, distribution and review of related planning, construction, fiscal, contractual and purchasing documents.

Prepare, develop and maintain long-range plans for the College District.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

Draft, develop and maintain project specifications, requests for proposals, bid documents, professional service agreements and construction contracts.

Estimate time, personnel, contract, material, equipment and related cost requirements for projects.

Participate in planning, development, scheduling, design and implementation of construction and renovation projects.

Supervise and evaluate the performance of assigned personnel.

Monitor projects for accuracy, completeness and compliance with established standards, requirements and procedures.

Estimate and assure adequate personnel, material and equipment levels needed for projects.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Direct the preparation and maintenance of a variety of reports, records and files related to assigned activities.

Monitor, analyze and adjust projects in response to issues related to fiscal performance.

Prepare and maintain comprehensive narrative and statistical records and reports.

EDUCATION AND PAID EXPERIENCE:

Any combination equivalent to: bachelor's degree in architecture, construction management, business administration or related field and five years increasingly responsible paid experience in the architecture, construction, maintenance and repair of building and facilities including two years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to inspect projects and read a variety of materials.

Sitting for extended periods of time.

Walking to inspect projects.

.