

**CLASS SPECIFICATION**  
**Deputy Director, Planning and Construction**

FLSA Status: Exempt  
EEOC Job Category: Officials and Administrators  
Union Representation: Unrepresented

**GENERAL PURPOSE**

Under general direction, plans, manages and coordinates capital construction and facilities repair/improvement programs for the District; provides District management with advice and counsel on many architectural/engineering design and construction projects; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

With general direction and guidance from the Director, District Facilities, this single-incumbent class has financial and management accountability for the Five-Year Capital Outlay Construction Program; the Local Assistance Program; Space Inventory & Utilization Program; and utilization of design consultants. The incumbent is responsible for developing and implementing short- and long-range plans and strategies to meet the District's goals and standards of construction to provide an optimum physical environment for staff, students and the community. Duties are carried out independently, within a framework of policies, management guidelines, laws/codes, state space requirements and design principles.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Provides leadership to retain and develop highly competent, service-oriented project staff through selection, compensation, training and day-to-day management practices that support District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee-relations environment.
2. Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with federal, state and local laws and regulations, District human resources policies and labor contract agreements.
3. Develops and implements a comprehensive five-year construction plan to upgrade existing facilities and construct new facilities to support LBCCD's Education Master Plan; documents the District's needs and solicits state funding for major construction projects; researches and secures various funding opportunities for projects.

4. Maintains an approved list of architectural and engineering design consultants; prepares requests for bids for needed design projects; screens submitted bids and recommends retention of selected firm; directs and oversees the work of design firms; monitors and reviews sketches, design calculations, construction/architectural drawings, job specifications and cost estimates.
5. Oversees construction and special projects related to design, alterations, remodeling, and inspection of new and existing district buildings, structures, and infrastructure; participates in selection of construction contractors; conducts pre-construction meetings; reviews progress schedules and construction problems; coordinates construction activities and requirements with contractors; coordinates and facilitates interaction between LBCCD, outside agencies and building contractors; prepares and processes change orders; reviews monthly payment estimates and makes recommendations regarding payment; initiates construction status reports.
6. Develops and implements a comprehensive five-year local assistance plan for the maintenance and repair of existing District facilities and infrastructure and removal of existing hazardous materials to support current educational programs and LBCCD's long-range Education Master Plan; establishes District priorities and solicits state funding for scheduled maintenance and hazardous materials abatement projects; works with representatives of the California Community College Chancellor's Office to determine optimum funding opportunities for needed projects.
7. Develops reports, letters and memoranda regarding project issues for both internal and external distribution; may originate Board of Trustee agenda items; prepares studies, analyses and proposals.
8. Plans, develops and implements a comprehensive program to repair and maintain the District's infrastructure; coordinates all aspects of the program with maintenance and operations managers and staff.
9. Ensures the accurate inventory, classification, documentation and reporting of the space contained in all District facilities to ensure compliance with state mandates regarding proportions of college facility space dedicated to classrooms, library, laboratories, audio-visual, and administration; prepares LBCCD's Annual Space Inventory Report.
10. Monitors capital project work in progress; participates in field/campus reconnaissance work and construction inspection to ensure compliance with approved plans, specifications and standards; compiles and maintains records of projects.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Program and project management principles, procedures and practices, including budgeting, costing, goals and objectives development, and work planning/organization.
2. Principles and practices of engineering and architectural design, facility planning, educational building utilization, space planning and management of facility construction, renovation, maintenance and repair.
3. Federal, state and local codes and regulations governing educational facility construction, maintenance and repair.

4. Trends, approaches and problem-solving techniques used in construction, engineering, inspection and compliance processes.
5. Modern methods of construction, structural design, and technical infrastructure maintenance.
6. Strength, properties and use of construction materials.
7. Public outreach processes.
8. Safe work practices and safety equipment related to capital construction.
9. Computer software applications related to the work.
10. Principles and practices of sound business communications.
11. Principles and practices of effective management and supervision.
12. Principles and practices of long-term construction and maintenance planning.
13. District classified human resources policies and procedures and labor contract provisions.

**Ability to:**

1. Plan, organize, coordinate, direct, review and evaluate the work of assigned or contracted programs and project staff.
2. Prepare, administer and monitor construction and maintenance project budgets, work plans and outcomes.
3. Represent the District in negotiations with consultants and contractors.
4. Plan, organize, direct and evaluate facilities planning and plan development, engineering and research projects, maintenance and operations, construction and contract management, utility services and hazardous materials removal.
5. Establish and maintain effective relationships with officials of public and private organizations.
6. Interpret and apply complex rules, regulations and bond financing requirements.
7. Provide technical assistance and staff leadership on assigned aspects of the District's capital construction projects.
8. Analyze technical architectural plans, design engineering and construction engineering problems.
9. Evaluate alternative approaches and adopt effective solutions.
10. Prepare accurate and detailed written material, including staff and administrative reports.

**Education, Training and Experience:**

A typical way of obtaining these skills could be graduation from a four-year college or university with a major in civil engineering, architecture, construction management, or a related field; and three years of progressively responsible supervisory and administrative experience in facilities planning,

construction, maintenance and repair; or any combination of education and experience that produces the knowledge and abilities described for this classification.

**Licenses; Certificates; Special Requirements:**

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

**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 class, employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; reach with hands and arms; and climb, balance, stoop, kneel or crawl.

Specific vision abilities required by this job include close and distance vision and the use of both eyes for a clear field of vision.

**Mental Demands**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with Board members, all levels of District management, other governmental officials, contractors, vendors, employees, the public and others encountered in the course of work.

**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.

The employee regularly works under typical office conditions. Occasionally, the incumbent must visit construction sites, be exposed to outside weather conditions and work near moving equipment.