

**CLASS SPECIFICATION
Director, District Facilities**

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

GENERAL PURPOSE

Under policy direction, plans, organizes and directs comprehensive construction, renovation, repair, maintenance and cleaning of all District buildings, grounds and facilities; provides District administration with advice and counsel on a full range of facilities construction and management issues; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

With policy direction and guidance from the President and the Executive Vice President, this single-incumbent class has administrative, operational, financial and management accountability for the District's facilities management programs and activities. 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 with considerable independence within a framework of policies, administrative guidelines and laws/codes, both federal and state.

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. Plans, organizes, controls, integrates and evaluates the work pertaining to capital construction, renovation and facilities/grounds maintenance for all District properties; with subordinate managers and staff, develops, integrates, implements and monitors work programs, plans, policies and processes to achieve District goals in capital construction and facilities management; develops and monitors performance against the department's budget.
2. Participates in the development of strategic plans and initiatives; develops and implements department business plans, bond funding initiatives, work programs, processes, procedures and policies required to achieve strategic priorities and overall departmental results in alignment with District objectives.
3. Provides leadership and works with staff to retain and develop highly competent, service-oriented departmental 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.

4. Plans, organizes, directs and evaluates the performance of department 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.
5. Plans, develops, implements and administers comprehensive plans, budgets, programs, policies and guidelines for the construction, renovation, remodeling, maintenance and repair of District buildings, grounds and facilities; provides expert advice to the Board of Trustees, administrators and staff on a wide range of facilities planning and operations issues; coordinates and participates in the development of facilities planning and operations policies, procedures and practices; ensures District compliance with all relevant federal, state and local laws, codes and regulations, including established health and safety standards.
6. Directs the preparation and maintenance of comprehensive records and reports related to personnel, budget, state funding applications, construction projects and related activities.
7. Plans and directs the preparation of capital facility plans; develops and recommends the District's capital facilities master plan; coordinates and directs the space planning process for District facilities.
8. Coordinates and directs the preparation of applications and reports necessary for school facilities assistance to federal, state and local government agencies; coordinates with Long Beach city planning department for necessary conditions of approval.
9. Integrates the services of architects, engineers, legal counsel, technical and financial consultants, local planning agencies and utilities as they affect District facility planning and development; oversees the development of designs for construction and modernization of District facilities.
10. Plans and directs custodial, landscaping and grounds maintenance operations to ensure District buildings, stadium, athletic fields, parking lots, etc. are cleaned, repaired and maintained according to established standards.
11. Plans and directs the first-line maintenance/repair of District vehicles and equipment.
12. Plans, coordinates, directs and evaluates the work and activities of District personnel and contractors engaged in the construction, renovation, remodeling, alteration, maintenance and repair of District buildings, structures, grounds and facilities; analyzes workload distribution, equipment and work methods to develop and improve efficiency and cost effectiveness; establishes and maintains quantity and quality standards for work in the department.
13. Attends and conducts a variety of staff and management committee meetings.
14. Represents the District with other agencies, individuals and groups in all matters pertaining to facilities planning, development, operations and maintenance.
15. Provides analysis of available funding sources for new facilities and existing facility modifications.

16. Provides legislative leadership on proposed laws affecting community college facilities and related matters; analyzes and interprets legislation relating to community college facilities and their funding.

QUALIFICATIONS

Knowledge of:

1. Theories, methods and practices of educational facility design, state facilities guidelines, construction management, land-use planning practices and building/grounds maintenance.
2. Federal, state and local laws, regulations and codes applicable to assigned areas of responsibility.
3. Principles and practices of public administration, including budgeting, contracting, purchasing and maintenance of public records.
4. Equipment, vehicles and tools/materials used for building and grounds maintenance.
5. Research methods and analysis techniques.
6. Safe work practices and safety equipment related to the work.
7. Computer software applications related to the work.
8. Principles and practices of sound business communications.
9. Principles and practices of effective management and supervision.
10. Principles and methods of strategic and business planning.
11. District classified human resources policies and procedures and labor contract provisions.

Ability to:

1. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
2. Understand, interpret, apply, explain and enforce applicable laws, codes, policies and procedures.
3. Analyze and make sound recommendations on complex management and administrative issues.
4. Present proposals and recommendations clearly and logically in both internal District and public meetings.
5. Represent the District effectively in negotiations with vendors, contractors, funding sources and other entities.
6. Develop and implement appropriate procedures and controls.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Organize, set priorities and exercise sound, expert independent judgment within general policy guidelines.

9. Communicate effectively orally and in writing.
10. Operate a computer and standard business software.
11. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
12. Establish and maintain effective working relationships with Board members, all levels of District administration/management, governmental officials, contractors, vendors, employees, the public and others encountered in the course of work.

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, public or business administration, or a related field; and five years of progressively responsible supervisory and administrative experience in facilities planning, construction, maintenance and operations; 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.