

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF FACILITIES CONSTRUCTION AND CONTRACTS

BASIC FUNCTION:

Under the direction of an area administrator; plan, organize, and direct the functions associated with facilities construction, development of public works contracts, and the resolution of construction claims; direct capital outlay appropriations expenditures and reimbursements; research and direct a variety of special projects as assigned; train. Assign, lead, or supervise and evaluate the work of assigned clerical personnel.

REPRESENTATIVE DUTIES:

Plan, organize, and direct the bid process; develop bids, conduct pre-bid meetings, direct and participate in the opening of bids, and report bid results to the Board of Trustees; develop agreements, bonds, and other required documents. **E**

Prepare and process change orders for presenting to the Board of Trustees, and for billing and payment. **E**

Receive and fill requests for certified payrolls in accordance with California Labor Code prevailing wage requirements; audit pay requests and miscellaneous billings submitted by contractors, subcontractors, consultants, and other services; prepare and submit back charge billings to contractors. **E**

Research and compile information to prepare capital outlay reimbursement claims in accordance with Chancellor's Office guidelines; compile data to complete quarterly capital outlay reports on projects approved by Chancellor's office. **E**

Supervise stop notice and payment bond remedies in accordance with Civil Code and Government Code; address subcontractor claims; address requests for, or substitution of subcontractors. **E**

Research and direct a variety of special projects as assigned; communicate with District, County, State, or public officials to exchange or gather information; compile, arrange, and present information in written and oral form to assist with management decision making. **E**

Coordinate communications and activities, and provide information to other District departments and personnel, students, educational institutions, vendors, outside organizations, and the public as related to facilities construction and contracts. **E**

Compile information for and prepare a variety of statistical, narrative, and confidential reports, correspondence, memoranda, and other documents, including

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Board action items and backup materials; assure accuracy and completeness of information. **E**

Maintain a variety of complex files and records often involving confidential materials; maintain confidentiality of information regarding Board, District, personnel, student, claims resolution, or controversial matters. **E**

Train, assign, lead, or supervise, and evaluate the work of assigned clerical personnel; complete performance evaluations; participate in selecting student workers; assure completion of all assignments in accordance with established time lines and approved procedures. **E**

Operate a computer terminal, microcomputer, and peripheral equipment to enter data, maintain records and generate reports; utilize fax machine, fax, and word processing, spreadsheet, and other software as required by the position. **E**

Prepare and maintain budget. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization, policies, and procedures of facilities (public works) construction and contracts.

Specialized or extensive policies, procedures, objectives, and requirements of facilities construction and contracts.

Principles of supervision and training.

Administrative analysis and report writing techniques.

Budget preparation and monitoring and control methods and procedures.

District organization, operations, policies, and objectives.

Automated equipment and advanced operating procedures of word processing and spreadsheet software applications.

Applicable sections of State Education Code, Public Contract Code, Civil Code, Labor Code, and other applicable laws, including the Privacy Act.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Telephone techniques and etiquette.

ABILITY TO:

Plan, organize, and direct the functions associated with public works construction, development of public works contracts, and resolution of construction claims.

Plan, organize, and direct the bid process.

Prepare and process change orders.

Fill requests for certified payrolls in accordance with California Labor Code

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Prevailing wage requirements.
Research and prepare capital outlay reimbursement claims.
Supervise stop notices and payment bond remedies.
Address claims of and requests for subcontractors.
Research and direct a variety of special projects.
Train, assign, supervise, and evaluate the work of assigned clerical personnel.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Develop and conduct oral and written presentation.
Compose and produce letters, reports, and other correspondence.
Operate a computer terminal and microcomputer to enter data, maintain records, and generate reports.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.
Meet schedules and time lines.
Work confidentially with discretion.
Analyze situations accurately and adopt an effective course of action.
Make decisions in procedural matters.
Complete work with many interruptions.
Maintain a variety of records including statistical and financial data.

EDUCATION AND EXPERIENCE:

Any combination equivalent to; a bachelor's degree in construction, civil engineering, or related field and five years increasingly responsible experience in public works construction project management.

LICENSES AND OTHER REQUIREMENTS:

Valid California state driver's license
Experience should include one project completed under Title 24 of State Building Code. (School Construction).

WORKING CONDITIONS:

Office environment, as well as site review in the field.

Position requires sitting and viewing a computer monitor for extended periods of time, hand and digit dexterity to operate a typewriter and computer keyboard, reaching, bending at the waist, and hearing and speaking to communicate and provide information to others.