



Approved by the Board of Trustees on October 14, 2025
FLSA: Exempt

DIRECTOR OF FACILITIES

DEFINITION

Under general direction of the Vice President of Administrative Services, 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

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the senior administrator assigned by the college president. Exercises direct supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, coordinating, and directing staff, operations, and programs of the Facilities Department which encompass capital improvement projects, facilities, and related functions in support of the District's mission and vision. The Director level assumes responsibility for administrative, long- and short-term planning, and budgeting responsibilities; in addition they recommend and implement the programs, projects, goals, and policies and procedures of the functional area(s) to which they are assigned, ensuring alignment with the attraction, retention and academic success of students. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- 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.
- Develop the District's Five-Year State Capital Construction Plan, annual Space Inventory, Scheduled Maintenance, and other reports.
- Ensure capital projects are planned, designed, and constructed in accordance with legal requirements and Board policies and procedures.
- Prepare and process change orders for presentation the Board of Trustees, and for billing and payment.
- 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.
- 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.
- 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.
- 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.
- 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.
- Compile information for and prepare a variety of statistical, narrative and confidential reports, correspondence, memoranda and other documents, including Board action items and backup materials; assure accuracy and completeness of information.
- Compile information for and prepare a variety of statistical, narrative and confidential reports, correspondence, memoranda and other documents, including Board action items and backup materials; assure accuracy and completeness of information.
- 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 timelines and approved procedures.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of leadership.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- California Community Colleges California Capital Outlay and Deferred Maintenance Programs Space Inventory Program.
- Uniform Building Code (UPC), California Architectural Barriers Laws (CALABL), California Occupational Safety and Health Act (CALOSHA), California Public Contracts Code, Education Code, Americans with Disabilities Act (ADA), and other related statutes.
- Applicable Federal, State, and local regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Budget preparation, processing, and project cost estimating/accounting.
- Principles, practices, procedures, and techniques involved in the development, implementation, and evaluation of strategic goals and objectives.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Legal and practical aspects of capital project design, bidding, management, and closeout of construction contracts.
- Safety requirements for maintenance and operations of District buildings, grounds and equipment.
- Methods of purchasing and contract administration in a community college environment.
- Legal and practical aspects of capital project design, bidding, management, and closeout of construction contracts.
- Methods, practices, equipment, and supplies used in facility maintenance and construction, building, and safety regulations.
- Overall knowledge of institutional planning, design, construction methodologies, and sustainable design.
- Project finance, management and delivery; including management of contracts, bids, consultants and contractors, and facility development.
- Bond use planning, real estate regulations and requirements.

- District and mandated safety rules, regulations and protocols.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, oversee and manage the operations and activities of staff responsible for maintaining the District's facilities and related service areas.
- Plan, organize, and direct the bid process.
- Examine, evaluate and recommend approval of construction related change orders.
- Recommend and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the department.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent codes, regulations, policies and procedures, and standards relevant to work performed.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Develop and monitor budgets and effectively utilize resources.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner, including construction and building plans, blueprints and specifications.
- Research and prepare capital outlay reimbursement claims.
- Effectively represent the division and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to a bachelor's degree from an accredited college or university in a related field.

Experience:

- Five (5) years of increasing experience in planning, design, and construction in higher education institutions or comparable organizations.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Review in the field. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.