

RIVERSIDE COMMUNITY COLLEGE DISTRICT
Classified Management Position Description

JOB TITLE: Facilities Development Director

BASIC FUNCTION: Under the direction of the Chief of Staff and Facilities Development, responsible for developing, planning, leading and implementing facility plans, capital construction, and facility improvement programs in accordance with college and Districts plans, managing the construction of capital projects including remodel, renovation, and new construction from project concept and initiation to construction, occupancy and post- occupancy evaluation, commissioning, and certification.

SUPERVISORY RESPONSIBILITIES: Supervises assigned classified staff and may provide work or lead direction to others. This may involve selecting professional design staff, coordinating the activities of clients, design professionals (architects, engineers, etc.) contractors, consultants, inspectors and others associated with projects.

REPRESENTATIVE DUTIES:

1. Plans, organizes and controls a variety of programs, projects and activities related to the design and construction of new, remodeled and renovated District facilities and implementation of college master plans.
2. Develops initial programmatic plans for use by design professionals based on college Educational and Master plans and space utilization data, including Capacity Load Ratios and enrollment projections.
3. Prepares special analyses and reports related to long-range planning and facilities planning data. Analyzes needs and makes recommendations concerning future utilization of facilities.
4. Monitors project progress, costs and quality of work, resolving problems that arise with applicable parties.
5. Advances and coordinates the planning and budgeting of state funded and bond funded projects, including those with multiple funding sources. Prepares and submits State-required plans, applications, and reports regarding Capital Construction Projects, including the 5-year Capital Improvement Plan, scheduled maintenance plans, needs assessments and other State or Federal programs, in consultation and coordination with the college and district administration and staff.
6. Develops and submits proposals for state funding, including but not limited to scheduled maintenance, hazardous substance removal, and energy conservation projects.
7. Develops and submits initial project proposals (IPP) and final project proposals (FPP) for capital construction projects.
8. Works in collaboration with design professionals and college stakeholders in the preparation of preliminary plans, working drawings and other construction related documents that address program needs and are in compliance with applicable regulations.
9. Develops communication (analysis, reports, letters, memoranda) regarding project issues for internal and external distribution.
10. Advances and coordinates planning and design efforts through various offices, agencies and groups to obtain timely action of successive phases of project development and approval; develops project justifications and articulate funding strategies for District facilities projects; oversees capital outlay; serves as a liaison with State offices on related projects and programs to Federal, regional/local agencies, architects, engineers, technical consultant, inspectors and District staff.
11. Interfaces with and delivers presentations to user groups and the public; interprets, explains and responds to public and District inquiries regarding project development and construction, facilities utilization policies, space utilization requirements and standards, facilities policies, project funding, state program regulations and bond measure requirements.
12. Coordinates the selection of District design and construction professionals; drafts requests for Qualifications/Proposals; solicits input from District and college stakeholders; works with District departments for effective and efficient processing of contracts and schedules.
13. Controls all phases of projects; meets regularly with construction teams and project stakeholders; represents the District during critical construction phases through meeting with project managers, contractors, consultation inspectors and other project related personnel and stakeholders.
14. Prepares, writes and assists in the development of construction plans, bid requests, and specifications for new and remodel projects; prepares compliance documentation and reports related to facilities and capital outlay projects.

09-01-09

Title change on 10/31/10 and 10/14/13

Revised March 2013 and Oct 2013

15. Evaluates capital construction projects for design, manageability and consistency with other buildings and plans; reviews construction-related scope and budget documents.
16. Directs and supervises the work of District consultants, including but not limited to, design professionals, engineering professionals, contractors, construction management consultants, project management consultants, project engineers, construction inspectors, testing labs, and other professional services providers.
17. Oversees contracts with outside firms and consultants for compliance with contract specifications, terms and conditions, budget, timelines and service delivery. Collaborates with District staff assigned to regulate and control purchasing, budget and contract review and compliance.
18. Develops and monitors construction budgets and timelines for District projects; prepares, revises, and monitors various project related schedules, plans, reports, and documents. Conducts pre-bid job site visits, pre-construction meetings, and construction progress meetings; and conducts final inspections of projects. Oversees building commissioning in partnership with site maintenance personnel, contractors, and subcontractors. Coordinates project construction closeout procedures and arranges for official acceptance of projects on behalf of the District.
19. Oversees monitors and ensures construction work completed complies with current building codes, and other regulatory requirements; including but not limited to: state Chancellor's Office, Division of State Architects, and the District's Project Labor Agreement Administrator.
20. Reviews payment requests in terms of project schedules, schedule of values, work-in-place, and stored materials; advises action as appropriate. Reviews cost proposals/field orders and change orders for accuracy in terms of scope of work, labor, materials, and rates; advises action as appropriate.
21. Meets with architects, construction managers and consultants to resolve issues, conflicts and provides decision making in interpretation of standards and implementation of plans and design requirements. Monitors various programming, design and construction related schedules and milestones.
22. Serves as a member of the Management Leadership Association.
23. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
24. Performs other related responsibilities as may be assigned by the Chief of Staff and Facilities Development.

EDUCATION: Bachelor's degree, from an accredited institution, in Architecture, Engineering, Construction Management, Planning, Public or Administrative Policy, Environmental or Engineering Technology is required. (Additional qualifying experience may substitute for the required education on a year-for-year basis with one year of experience equaling one year of education; i.e., one year of experience equals 30 semester or 45 quarter units.)

EXPERIENCE: Eight years of experience, which included four (4) years in supervision/management, in responsible facilities planning and development, with construction management, environmental, coordination, inspection and project management. Highly preferred experience includes experience in school or public works construction. Experience with Community College System programs, including FUSION; and skilled experience with DSA approvals and processes is preferred.

KNOWLEDGE OF: Managerial and construction management principles and practices; community college or public sector capital outlay programs; design and space planning and programming principles and practices; State of California Capital Outlay and Deferred Maintenance Programs and the functions of the Division of the State Architect; environmental regulations and compliance programs including but not limited to California Environmental Quality Act, and Storm Water Pollution and Prevention Plans; accepted architectural planning, environmental principles and practices as related to public works, community colleges, institutions of higher education, and schools; educational facility funding resources and requirements; automated facilities management and computer systems used in facilities planning and design; risk management and safety principles and practices; contract management and labor compliance; job cost accounting; methods, practices, equipment and supplies used in facility development, maintenance, operations, construction, including applicable building and safety regulations; capital project construction planning and design processes; infrastructure, engineering systems and challenges pertinent to community colleges, institutions of higher learning, and schools; capital project budgeting and compliance; community college organization, operations, policies, and accounting and budgeting matters; and applicable Federal, State and local/regional laws policies and regulations; sound business, supervisory, organizational, presentation and communication principles; facilities planning and development and construction law, contract requirements.

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ABILITY TO: Independently perform complex and responsible management and technical assignments associated with campus development and administration, such as project management, contract administration, fiscal planning and budget control; identify problems, develop alternative solutions, make decisions, and achieve consensus on a course of action in complex matters; prepare and write specifications, draft contracts, and bids; interpret legal, technical, and construction documents; organize stakeholders to gain consensus; prepare and control contracts and budgets; read, interpret, apply and explain rules, regulations, policies and procedures; supervise and train others; work independently with little direction; prepare clear, concise and comprehensive correspondence, reports, studies, budgets, timelines and other materials; maintain confidentiality and discretion in performing work; plan and coordinate complex facilities planning, design and construction; maintain confidentiality and discretion in performing work; build understanding and consensus amongst various stakeholders and groups. Comprehend legal and technical documents in a public agency environment; prioritize workload to effectively meet scheduled deadlines; negotiate and work with multiple stakeholders.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: District staff, faculty, students and administrators; federal, state, and local agencies; inspectors, contractors, engineers, architects and consultants; and the public.

WORKING CONDITIONS: Normal office and construction environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.