

Senior Director of College Facilities  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=236298>

Downloaded On: Dec. 21, 2024 11:06am

Posted May 20, 2024, set to expire Jan. 28, 2025

<b>Job Title</b>	Senior Director of College Facilities
<b>Department</b>	Facilities Maintenance and Operations
<b>Institution</b>	South Orange County Community College District South Orange County Community College District, California
<b>Date Posted</b>	May 20, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
<b>Job Website</b>	<a href="https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/Senior-Director-of-College-Facilities_REQ12140">https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/Senior-Director-of-College-Facilities_REQ12140</a>

**Apply By Email**

**Job Description**

**Title:**Senior Director of College Facilities

**Job Category:**Classified Administrators and Managers

**Job Opening Date:**May 17, 2024

**Job Closing Date:**June 19, 2024

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**Location:**Saddleback College

**Work Location:**Mission Viejo, CA

**Department:**Facilities Maintenance and Operations

**Pay Grade, for more information click on this link:**

<https://www.socccd.edu/departments/human-resources/contracts-and-salary-schedules>

**Pay Rate Type:**Monthly

**Work Days:**Monday - Friday

**Work Hours:**8:00 am - 5:00 pm

**Hours Per Week:**40

**Percentage of Employment:**100%

**Months of Employment:**12

**Salary:**Annual salary starting from \$178,212 to \$250,740

**Required Documents:**

Resume and Cover Letter

**Job Description:**

## District Management Team Salary Schedule - Range 21

Application materials must be received by 11:59 pm 06/18/2024.



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Required Document: Resume and Cover Letter.

Applications missing the required document will not be considered.

Specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.

### **SUMMARY DESCRIPTION**

To evaluate, plan, organize, and direct the construction, modification, repair, maintenance, utilization, and operations of the buildings and grounds, including classrooms, laboratories, offices, athletic and recreational areas, landscaping, parking lots, and other facilities for a large and complex college. Manage day-to-day maintenance and operations of buildings and grounds; transportation and vehicle maintenance; facility planning and construction, including new buildings and modification/improvements and repairs and maintenance (scheduled/deferred and preventative) of existing buildings; sustainability programs; environmental compliance, hazardous materials, and safety programs; building management systems, including mechanical system controls and software to effectively manage work orders and facility scheduling; facility utilization, including instructional efficiency and community use; coordination of facility technology requirements; training, supervision, and evaluation of assigned personnel; division resources and budgets; compliance with District policies and applicable local, State and federal regulations. May attend meetings and provide assistance on behalf of the Vice President, College Administrative Services as assigned or as required.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Vice President for College Administrative Services or President's designee.

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Exercises functional and technical supervision over assigned personnel.

**REPRESENTATIVE DUTIES**

The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Plan, organize, coordinate and direct college facilities operations and activities; develop and implement appropriate methods and procedures to optimize efficient and effective delivery of services; compile and analyze data; develop organizational structures and work processes that facilitate attainment of established program goals and objectives.
- May represent the Vice President for College Administrative Services at College and District committees, meetings and events, and Board of Trustees meetings as assigned.
- Plan, organize, coordinate, and/or direct construction to maintain, renovate, and improve existing facilities; develop facilities enhancement programs; coordinate and recommend approval for the selection of outside contractors, including architectural and engineering firms, construction contractors, vendors and maintenance companies, for projects defined as college managed facilities projects; develop long term strategic plans for campus facilities needs and assessments; work as a college liaison with district facilities planning departments on large construction/capital projects for the college.
- Plan, organize, coordinate and/or direct the development of sustainable and environmental compliance plans with strategies that apply green solutions; participate in meetings and committees to discuss sustainability and environmental compliance issues; implement renewable energy technologies, water conservation, storm water pollution controls, and incorporate best management environmental practices; work closely with college faculty, students and staff, and the community to research and strategize innovative ideas and solutions; collaborate on District wide projects; act as a resource to departments to research and develop new sustainable practices; research and draft policies for consideration.
- Provide leadership in the assessment, planning and implementation of the Facilities Master Plan, Five Year Construction Plan, Scheduled Maintenance and Special Repairs plan, sustainability plan, storm water management plan, and other facilities planning efforts, including actively participating in college and district committees.
- Plan, organize, coordinate and/or direct regulatory compliance with several outside agencies, such as AQMD, Fish and Game, Health Department, Fire Department, State and Regional Water Resources Board, Department of Toxic Substances, Integrated Waste Management Board, city

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- and county agencies and other applicable state, federal and environmental agencies.
- Understand and ensure compliance with federal, State, local and District statutes, policies, administrative regulations and procedures, related to the assigned responsibilities, such as those relating to procurement, contracts and construction.
  - Participate in regular meetings with Districtwide Facilities group; contribute to District-wide efforts to engage economy of scale potential between the colleges for similar project types.
  - Act as college liaison for District Facilities Planning management of State Chancellor's Office facilities issues including scheduled maintenance, space inventory and condition assessments; coordinate all Division of the State Architect issues with District Facilities Planning.
  - Plan, coordinate, direct and evaluate College safety procedures and programs; identify and maintain environmentally sound practices; establish and supervise in-house inspections of all safety equipment; identify and recommend elimination of safety and health hazards; coordinate with College and District administrators and staff to develop on-going safety training programs related to the Illness and Injury Prevention Plan and Cal-OSHA.
  - Plan, coordinate, and direct department's response for college's disaster preparation and business continuity; perform assigned duties and responsibilities on college's Emergency Operations Center.
  - Provide institutional leadership, as appropriate, in developing partnerships, liaison and collaboration with cities, county, and State agencies, utility companies, and developers of local projects and in other work with District Facilities Planning to address endeavors which impact the infrastructure and transportation circulation of the campus.
  - Evaluate, plan, and coordinate college facility use, including maximizing facility utilization and overseeing implementation of district facility use policies and administrative regulations; review and ensure compliance on contractual agreements related to facility use; coordinate and oversee implementation of facility rental and scheduling programs.
  - Plan, organize, coordinate and/or direct the maintenance, construction renovation, technological infrastructure and modification of a wide variety of complex physical assets such as central and co-generation plants on a full time (24/7) basis.
  - Recommend, develop and implement energy management and cost savings programs by enhancing systems to run more cost efficiently to reduce operating and maintenance costs.
  - Prepare and administer annual program budgets; prepare recommendations and justifications regarding budget requests; authorize expenditures according to District policies and applicable regulations.
  - Train, supervise and evaluate the performance of assigned managerial, supervisory, technical and support personnel; delegate and review assignments and projects; evaluate work products and results; establish and monitor timelines and prioritize work.
  - Coordinate facilities programs, services and activities with student services functions and

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instructional programs; serve on campus and District committees, task forces and other work groups; provide technical expertise concerning College facilities.

- Prepare and submit a variety of statistical and narrative reports; prepare budget reports, annual recap data and special reports, proposals, recommendations and other materials as requested; coordinate and respond to periodic audits and inspections; review and certify the accuracy of data.
- Communicate with District and College administrators and support staff, representatives of State and federal regulatory agencies, educational institutions, social service organizations, architects, construction project managers, inspectors and others to coordinate activities.
- Make oral presentations to Board of Trustees, administrators, staff and professional colleagues at various gatherings; develop, coordinate and conduct workshops to provide specialized information and training regarding College facilities and related programs.
- Provide leadership to effectively and efficiently manage college resources to maximize achievement of strategic outcome
- Perform other duties as assigned that support the overall objective of the position and the District's mission and philosophy.
- Report to work on a regular and consistent basis, as scheduled, to assigned job.

### **MINIMUM QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

### **EDUCATION AND EXPERIENCE GUIDELINES**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering, architecture, public or business administration or related field. Master's degree from an accredited college or university with major course work in engineering, architecture, public or business administration or related field is desirable.

#### **Experience:**

At least five years of increasingly responsible experience in facilities management of an educational

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district with multiple types of buildings and grounds or closely related field, including at least three years of experience in a supervisory capacity.

Commitment to equity and diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how these factors relate to the need for equity-minded practices within an educational environment.

**LICENSES, CERTIFICATES, AND/OR OTHER REQUIREMENTS:**

A valid California driver's license.

Professional Engineer certification is desirable.

**KNOWLEDGE OF:**

- Budget preparation, administration, and resource management.
- Building design, building trades and California construction codes.
- Green building strategies, best management and sustainable practices, and policy development.
- Current technologies utilized in the maintenance and operation of complex building and environmental systems.
- Correct English composition, grammar, spelling and vocabulary.
- Cost benefit analysis and cost accounting.
- District and College organization, operations and objectives.
- District policies and administrative regulations and College and District operating procedures.
- Federal, State and local statutes, including procurements and public contract code, Division of State Architect requirements.
- Interpersonal skills, including tact, patience, and diplomacy.
- Materials, methods, practices, machinery and equipment used in electrical, plumbing, HVAC and swimming pool maintenance activities.
- Materials, methods, practices, machinery and equipment used for major facilities projects, construction, structural utilities, energy conservation projects, facilities repair and maintenance, landscape and irrigation installation and repair and college transportation services.
- Occupational hazards and OSHA safety standards.
- Operation of computer, peripherals and software programs, including database management,

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spreadsheet, word processing and specialized software related to District or College operations and facilities.

- Oral and written communication skills.
- Planning and organizational skills.
- Principles and practices of construction plan and specification preparation.

### **ABILITY TO:**

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
- Collect, compile and analyze data.
- Communicate clearly and concisely, and effectively both orally and in writing with diverse constituencies within and outside of the District.
- Effectively utilize District/College resources to attain a clean, safe and appropriate learning environment for students, faculty, administrators and staff.
- Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work.
- Interpret and apply complex and technical State and federal laws and regulations related to assigned program.
- Maintain current knowledge of facilities management, including, construction, modification, maintenance and operations.
- Maintain the security of confidential information and materials.
- Negotiate with vendors and contractors.
- Operate office equipment such as computer, printer, calculator, copier and facsimile machine.
- Plan, organize, coordinate and direct the programs, services and activities related to facilities construction, modification, maintenance and operations.
- Prepare and administer budgets for assigned program areas.
- Prepare oral and written reports and recommendations.
- Read, interpret, apply, explain and interrelate engineering drawings, construction plans and specifications.
- Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.
- Train, supervise and evaluate the performance of assigned personnel.
- Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.
- Work effectively with others to achieve common goals.





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**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Work Environment:**

Duties are performed in an office environment while sitting at a desk or outside with exposure to adverse weather conditions including sun, wind, rain and sleet. Sometimes exposed to adverse conditions involving extreme temperatures dirt, dust, steam, noise from machinery or equipment, uneven pavement and construction or maintenance equipment while inspecting the work sites of subordinates or contracted workers. Incumbents are subject to contact with others, frequent interruptions, and demanding timelines. Minimal environmental controls are required to assure health and comfort.

**Physical Demands:**

Incumbents regularly sit for long periods, walk or stand for extended periods, travel to varied locations to attend meetings and conduct work, use hands and fingers to operate a keyboard or other office machines, reach with hands and arms, bend at waist, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print, diagrams, schematics, and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

**SPECIAL COVID-19 NOTICE:**

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during remote work. Thank you for your continued interest in working at the SOCCCD.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves. More information can be found on our District website by visiting <https://www.socccd.edu/communications/covid-19-information>.



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**NOTICE TO ALL CANDIDATES FOR EMPLOYMENT:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. SOCCCD will not sponsor any visa applications.

**PLEASE NOTE:**

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with this District will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the District to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

**DISABILITY ACCOMODATIONS:**

If you require special accommodations in the application and/or selection process, please notify District Human Resources at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to [hrintodesk@socccd.edu](mailto:hrintodesk@socccd.edu).

**ATTENDANCE REQUIREMENT:**

Report to work on a regular and consistent basis, as scheduled, to assigned job.

**CAMPUS CRIME AND SAFETY AWARENESS:**



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Information regarding campus crime and safety awareness can be found at [www.saddleback.edu](http://www.saddleback.edu) or [www.ivc.edu](http://www.ivc.edu). Paper copies are available in the District Human Resources office upon request.

### **EEO/AA Policy**

#### **DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY (EEO):**

The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.

Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.

#### **SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



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**Contact**

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