

Director, Physical Plant and Facilities
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242481>

Downloaded On: Aug. 10, 2024 11:27am

Posted Aug. 1, 2024, set to expire Aug. 15, 2024

Job Title Director, Physical Plant and Facilities
Department Business Operations
Institution Rancho Santiago Community College District
Santa Ana, California

Date Posted Aug. 1, 2024

Application Deadline 08/15/2024

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Facilities/Maintenance/Transportation

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Apply By Email

Job Description

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Director, Physical Plant and Facilities

Rancho Santiago Community College District

Salary Range: Grade F: \$134,982.92 - \$180,872.79

Job Type: Full Time

Job Number: CL24-00975

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Location: Orange, CA

Division: SCC Business Operations

Closing: 8/15/2024 5:00 PM Pacific

Job Description

CLASS SUMMARY

Under administrative direction, this position is responsible for planning, organizing and directing overall facilities programs and maintenance operations on campus and for extension sites. Performs related duties as assigned.

REPRESENTATIVE DUTIES

Plans, organizes, evaluates and directs the overall facilities programs and maintenance operations functions including facilities management, campus maintenance and operations, grounds, custodial services, including overseeing the operation of the chilled water central plant and its related systems;; coordinates campus facilities development, preventative maintenance and special repair projects, including all major infrastructure repairs and maintenance such as central plant, HVAC systems, fire alarm systems coordinating with district safety and security, parking lots; develops and outlines the appropriate scopes of work, coordinates the planning and procurement of services, develops requests for proposals, evaluation of proposals, solicitation of quotes, and development of contracts to secure professional services and products; directs and coordinates campus facilities use and processes contractual agreements related to the use of facilities; initiates, reviews and approves scopes of work, specifications, manages the work order system and its work orders, and service requests; administer and manage vendor contracts including change orders, claims, stop notices, time sheets, requisitions and other documents related to contracted work for assigned programs, operations and activities; develops, prepares and maintains a variety of detailed and comprehensive reports, records and files related to assigned operations; coordinates with district facilities planning for the preparation of the campus annual space inventory; manages key inventory, issuance and control; maintains inventory control of campus equipment; directs and coordinates the use and maintenance of campus vehicles; coordinates with district facilities planning in the development and implementation of the facility masterplan and capital construction projects; maintains all "as-builts" on buildings and sites; confers with college and district officials in the planning of modifications to facilities; directs and coordinates campus environmental, safety and training programs, including illness and injury prevention, hazardous materials, and emergency response in coordination with district safety and security; manages the campus hazardous waste program; inspects facilities and grounds for safety hazards and

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maintenance needs and determines priorities; directs and coordinates the implementation of the campus energy management plan and building management system; develops and prepares the annual preliminary budget for the department; monitors and controls budgeted expenditures; maintains communication with college and district personnel, vendors, governmental agencies, and various outside organizations to exchange information, resolve conflicts and issues and coordinate the activities of assigned programs and operations; organizes, attends or chairs a variety of administrative and staff meetings as required; serves on committees and special projects as assigned; trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes; plans, organizes and arranges appropriate training and staff development activities; learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized and timely manner; performs related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated administrator and supervises personnel assigned to the department.

KNOWLEDGE AND ABILITIES

Knowledge of:Comprehensive understanding of the methods, practices, equipment, and supplies used in the building construction trades; repair and remodeling of school buildings and equipment; the Division of State Architect requirements, District organization, operations, policies and objectives related to facilities planning, construction, maintenance and operations, and contractual agreements for services; California Community College Construction Act, Capital Outlay Budget Handbook, Scheduled Maintenance and Special Repair Program, and Hazardous Substance Program; competitive bidding process, California Uniform Public Construction Cost Accounting Act, contract administration practices, and general facilities planning; federal and state laws and regulations related to facilities planning and construction; applicable building codes; the related legal provisions of school buildings and fire and safety regulations, construction plans and engineering drawings; preventative maintenance programs and computerized maintenance management systems; chilled water central plant systems; air conditioning, heating and ventilation, electrical and plumbing systems and their upkeep; appropriate software and databases; record keeping procedures; business and shop math applicable to the building trades; custodial and grounds maintenance operations; principles of supervision and training; appropriate safety precautions and procedures. Ability to:Plan and organize a program involving maintenance, repair of buildings, and building equipment; work with grounds and custodial managers on programs; analyze and evaluate facility and building modification requests, facilities planning and construction proposals, budgets, contracts, and contractor performance/compliance; lead and supervise public works construction contract activities; exercise good judgment and initiative in resolving problems and making recommendations; plan, organize, and prioritize work; estimate costs of maintenance work such as construction of walls, partitions, cabinets, repair of damage, painting,

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repair and installation of plumbing, repair and installation of electrical systems and repair of equipment; interpret blueprints and plans; meet schedules and time lines; perform personnel management functions in accordance with contracts, regulations, practice and policy; carry out broad District policies; communicate effectively, both orally and in writing; operate a vehicle observing legal and defensive driving practices; understand oral and written instructions; work independently with little direction; supervise, train, and provide work directions to others; establish and maintain effective working relationships with others.

License: Must possess a valid and appropriate California Driver's License.

Job Qualifications

MINIMUM QUALIFICATIONS

Training and Experience: A Bachelor's degree in business, public administration or a related field (experience may be substituted above the level of an AA degree on a year for year basis); three years of increasingly responsible management experience in facilities, maintenance and operations functions; demonstrated experience in administering facilities and maintenance operations functions, including buildings and grounds; demonstrated experience with facilities planning and management, including scheduled and preventative maintenance and new construction; demonstrated experience overseeing operation of a chilled water central plant;

Desirable Experience: Experience in a public educational agency is desirable.

ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group

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identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

SELECTION CRITERIA

Application ScreeningIn addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interviews:

- Educational experience - breadth and depth
- Work experience (breadth and depth)
- Demonstrated leadership capabilities
- Program development
- Community involvement
- Demonstrated experience in working with a diverse socio-economic community
- Demonstrated ability to work cooperatively with others

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool. **Interview** Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants. The District will make reasonable accommodations for applicants with disabilities. Applicants should contact Recruitment in the Human Resources Office for assistance.

Application ProceduresTo ensure full consideration, all applicants must submit a complete Rancho

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Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

A Complete Application Packet Must Include the Following:

1. RSCCD Online Application
2. Cover Letter
3. Resume - details all relevant education, training, and other work experience
4. Academic Transcripts (unofficial copies are accepted)

Foreign Transcripts: Education completed outside of the United States must be equivalent to that gained in the conventional/accredited United States education programs to be considered for the satisfaction of minimum qualifications. The National Association of Credential Evaluation Services (NACES), a United States-based credentials evaluation service, must translate and evaluate Foreign transcripts.

Conditions of Employment The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)
4. Submit official transcripts.

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4572065/director-physical-plant-and-facilities>



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Contact Information

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

Contact

Business Operations
Rancho Santiago Community College District

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