

Interim Assistant Director of Facilities, Capital Outlay
Projects
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=269045>

Downloaded On: Dec. 4, 2025 12:40pm

Posted Dec. 4, 2025, set to expire Apr. 3, 2026

Job Title Interim Assistant Director of Facilities, Capital Outlay Projects

Department

Institution South Orange County Community College District
Mission Viejo, California

Date Posted Dec. 4, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Facilities/Maintenance/Transportation

Job Website <https://www.schooljobs.com/careers/socccd/jobs/5158263/interim-assistant-director-of-facilities-capital-outlay-projects>

Apply By Email

Job Description

SUMMARY DESCRIPTION

To assist assigned community college's Director of Facilities or Senior Director of Facilities to plan and develop college-level capital outlay projects and to act as liaison on District-level capital outlay projects, as appropriate, including contributing to District efforts relative to needs assessments, coordinating academic schedules with construction schedules, and provide supporting documentation; and to participate in District meetings for planning, design, and construction or remodeling of College facilities.

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

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excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the assigned Director of Facilities, Senior Director of Facilities or designee of the President.

Exercises direct supervision over employees and/or contracted personnel as assigned.

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.

Assist the assigned college's Senior Director of Facilities or Director of Facilities to coordinate efforts with District-managed capital outlay projects, services and other areas of assigned work; assist in the preparation of the space inventory and maintenance of up-to-date College facilities plans, work with the District Purchasing office in the development of bid documents for College projects; and assist in evaluating College facilities including coordination with College personnel to determine rehab and replacement needs of existing facilities.

Coordinate with College and contract personnel when identifying needs to ensure that the most up-to-date technology is used; represent the College facilities' points of view and positions at District and College meetings; interface with City and County representatives on College managed improvements, including the local fire authority, as required.

Attend, collaborate and contribute to District Services Education and Facilities Master Planning meetings with administrators, faculty and staff; coordinate and supervise the design of college level projects with architects, other consultants, staff and faculty as directed; obtain surveys and soil tests required by architects and engineers for college level projects; and coordinate with District Services on various services for District managed projects.

Attend district-wide committees as assigned which may include contributing to the following: review of the policies and practices for providing design and construction support technical assistance services;

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provide college perspective relative to the parameters and criteria for project designs; and assist in implementing design and technical standards.

Set up priorities and ensure the efficient utilization of available College assets; coordinate Maintenance and Operations staff in the facilities plan review process for appropriate college construction or renovation projects including final review of any plan changes just prior to bidding; ensure the continued and on-going review of technical standards.

Coordinate solicitation and review of proposals to obtain contractors for projects below bid limit; for project above the bid limit: Assist District with review of bid alternates and addenda to ensure conformance with college standards; attend pre-bid conferences; attend bid opening, attend weekly construction progress meetings and participate in close out activities.

Assist in developing, preparing and administering project scope, budgets and schedules for college level projects including: status reports; purchase requisitions, purchase orders, change orders, and payment applications; review and negotiate claims; and prepare agenda items for submittal to Purchasing Department for review and for Board approval as needed; coordinate information as requested for construction inspectors, soils engineers, material testing labs and other consultants; act as College representative in the administration of assigned construction contracts including monitoring and evaluating the work of contractors to ensure accurate payment and timely completion of contractual requirements; and work with architects, inspectors and contractors as needed to complete projects including punch list, submittals, training of Maintenance and Operations personnel.

Coordinate keying of new facilities and assist in coordinating the implementation of telecommunication requirements and equipment; coordinate installation of utility company services including electrical, gas, water; obtain operating permits; assist with furnishing and move-in of new facility.

Maintain an effective and cooperative working relationship with all College and District Services personnel, including administration, faculty and classified personnel; provide College administrators and other district personnel with regular updates on projects and activities as requested; interact directly with College administrators with policy-level responsibility.

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.

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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:

A Bachelor's degree from an accredited college or university with major course work in Planning, Civil Engineering, Architecture, Construction Management, or related field.

Experience:

At least three years of increasingly responsible construction management experience, including responsibility for major capital project planning, coordination and implementation.

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.

KNOWLEDGE OF:

Applicable codes, laws rules and regulations.

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Budget preparation, administration and control.

Construction management.

Construction permit procedures.

Correct English composition, grammar, spelling and vocabulary.

Design, development, construction and implementation of major capital projects.

District and College policies, procedures, organization, operations and objectives.

Interpersonal skills including tact, patience and diplomacy.

Operation of computer and office equipment.

Operation of computer, peripherals and software programs, including database management, spreadsheet, word processing and specialized software.

Oral and written communication skills, including public presentation techniques.

Planning and organizational skills.

Principles and procedures of record keeping.

Principles of management, supervision and training.

Public contract administration.

State, local and federal laws, regulations, codes and requirements related to the design and construction of capital facilities projects.

ABILITY TO:

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.

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Assure compliance with legal requirements and District policies.

Collect, compile and analyze data.

Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.

Develop monitor, review and manage college level construction budgets.

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

Establish and maintain cooperative and effective working relationships with those contacted in the course of work.

Interpret, apply and explain applicable federal, State, and local laws, codes and regulations.

Lead and facilitate group meetings effectively.

Make informational and persuasive oral and written presentations.

Operate office equipment such as computer, printer, calculator, copier and facsimile machine.

Participate with District in the design and construction of capital facilities construction projects.

Plan, organize and direct the work of consultants and contractors.

Prepare and present complex ideas and processes clearly and concisely, both orally and in written form.

Read blueprints and construction drawings.

Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.

Represent the College at meetings with others, regarding the construction and remodeling of College facilities.

Understand and effectively and collaboratively work in a complicated multi-college environment, as well

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as within a system of community college districts.

Use independent judgment to plan and accomplish goals.

Work effectively with others to achieve common goals and work collaboratively and effectively with departments at District Services responsible for Facilities Planning and Purchasing/Contracts.

Prepare oral and written reports and recommendations.

Provide specialized information and assistance to students, staff, and the general public.

Relate effectively to people of varied academic, cultural and socio-economic background, using tact, diplomacy and courtesy.

Respond to requests and inquiries from the public.

Select, train, lead, direct, 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.

Use sound judgment in recognizing scope of authority.

Work effectively with administrators, faculty, support staff as well as representatives of business and governmental institutions.

Work effectively with others to achieve common goals.

Work independently with little direction.

Contact Information

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

Contact



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