

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

Direct Link: <https://www.AcademicKeys.com/r?job=247490>

Downloaded On: Nov. 21, 2024 9:01am

Posted Oct. 23, 2024, set to expire Feb. 22, 2025

**Job Title** Assistant Director of Facilities - Capital Outlay Projects  
**Department**  
**Institution** South Orange County Community College District  
Mission Viejo, California

**Date Posted** Oct. 23, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Facilities Operations

**Job Website** <https://www.schooljobs.com/careers/socccd/jobs/4703744/assistant-director-of-facilities-capital-outlay-projects>

**Apply By Email**

**Job Description**

**Application Instructions:**

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on

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the job posting close date, will receive consideration.

- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:
  1. Current department chair(s) (for faculty) or supervisor(s);
  2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
  3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
  4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
  5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

## Description

*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**

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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 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

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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; 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.



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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.*

### **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*

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*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.

Budget preparation, administration and control.

Construction management.

Construction permit procedures.

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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.

Assure compliance with legal requirements and District policies.

Collect, compile and analyze data.

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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 as within a system of community college districts.



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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.

### **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.*

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**Work Environment:**

Certain duties are performed primarily in an office environment at a desk or computer workstation. Incumbents are subject to uneven circulation paths, frequent interruptions and contact with others, in person and on the telephone. Work also requires frequent travel to various locations to attend meetings, inspect construction sites and conduct work. Must use/wear safety equipment, such as hard hat, boots, construction vest and eye protection while visiting construction sites.

**Physical Demands:**

Typically requires the ability to sit for long periods; use hands and fingers to operate a computer keyboard; remember key information and concentrate for prolonged periods; see to read all printed materials including, fine print and computer screen; hear and understand voices to conduct face-to-face and telephone conversations; speak in an understandable voice with sufficient volume to be heard within a normal conversational distance or on the telephone; transport self to places necessary to perform job such as meeting locations and visit and inspect construction sites; walk over uneven surfaces and through construction environments at various levels of completion, regularly bend at the waist and reach overhead, above shoulders and diagonally; lift, push, pull, move and/or carry objects weighing up to a maximum of 25 pounds.

## Supplemental Information

**District Management Team Salary Schedule - Range 14**



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**Initial Screen Date: December 21, 2024.**

**Required Documents: Resume and Cover Letter**

**Applications missing the required documents will not be considered.**

**Work Schedule: Monday - Friday (8:00 AM – 5:00 PM) (Schedule and shift are subject to change in accordance with the department's needs.)**

**Hours Per Week: 40**

**Months: 12**

**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 offsite work.

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

**Notice to all Candidates for Employment:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers

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obtain documentation from every new employee which authorizes that individual to accept employment in this country. The SOCCCD will not sponsor any visa applications.

**California Public Employees Retirement System and California State Teachers Retirement System:**

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 the SOCCCD 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 SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

**Disability Accommodations:**

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to [hrintodesk@socccd.edu](mailto:hrintodesk@socccd.edu).

**Attendance Requirement:**

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

**Campus Crime and Safety Awareness:**

Information regarding campus crime and safety awareness can be found at [www.ivc.edu](http://www.ivc.edu) or [www.saddleback.edu](http://www.saddleback.edu)



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. Paper copies are available in the Human Resources office upon request.

### **Diversity, Equity, Inclusion and Equal Employment Opportunity:**

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.

The SOCCCD is 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 the SOCCCD, 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, managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.

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

#### **Contact Information**

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

#### **Contact**



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