

DIRECTOR, CAPITAL PROJECTS

DEFINITION:

Under the direction of the Superintendent/President, plan, organize, and direct the coordination and implementation of the Capital Projects of the District; establish and implement the District's bonds; provide leadership to large groups of design and construction professionals through a multi-year implementation plan; supervise and evaluate the performance of assigned staff.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from other management-level facilities classifications in the following ways: The Director, Capital Projects is responsible for planning and directing capital projects functions and specific, complex facility construction; whereas the Director, Facilities Services is responsible for facilitating program improvement initiatives and work directions related to facilities planning, construction, inspection, energy savings, planning and directing the maintenance, repair, and operations of facilities.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Serves as the chief advisor to the President on strategic matters related to capital projects;
- Committed to creating a work environment that is inclusive and values the diverse backgrounds of all employees with authentic efforts to create a more just and equitable institution;
- Responsible for fostering and maintaining a supportive environment characterized by trust and respect for the dignity and creative potential of the individual;
- Responsible for utilizing the participatory governance processes to involve all constituent groups in goal setting, problem-solving, and decision-reaching to develop attitudes of partnership and shared responsibility;
- Collaborate with District staff to ensure that capital projects meet the needs and expectations of the educational programs and services in support of the educational mission;
- Collaborate with faculty, staff, students, and community members to develop and implement needs assessments and other studies and surveys for targeted populations served by the project; compile statistics for use in designing and developing new and modified project services, goals, and future service delivery changes; participate in strategic planning; make recommendations for project modifications;
- Communicate and exchange information with faculty, staff, students, business representatives, other educational institutions, funding and governmental agencies, community organizations, and the public regarding District project policy, partnerships, grants, and other funding resources, project goals and outcomes, program review, and strategic planning;

- Develop documentation for the Facilities Master Plan (FMP) team to link the facilities master plan to the education master plan; work with educational planning consultants on appropriate documentation to justify the needs at District locations;
- Research and prepare statistical, financial, demographic, and other reports; prepare grant applications, narratives, presentations, surveys, and needs assessments; meet with clients and project partners to conduct needs assessments to determine appropriate project services; prepare informational updates and presentations to the Board, Citizen's Oversight Committee and others;
- Work with Facilities Planning and Operations staff to ensure compliance with District facilities policies, procedures, and standards; assist in the development and augmentation of policies and procedures.
- Ensure compliance related to public works design and construction; ensure maintenance of and compliance with District design standards, including sustainability and energy efficiency goals and policies;
- Ensure proper close-out of capital projects, including complete Division of the State Architect (DSA) close-out, project archiving, and submission of records and materials to the facilities operations team;
- Develop communication tools to inform the district and community on bond activities; prepare information for the bond webpages, newsletter, and social media;
- Plan, organize, and implement long and short-term programs and activities designed to develop assigned projects and services;
- Develop and prepare budgets and financial plans; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations; make recommendations for changes to budgets, staffing, facilities, supplies and equipment;
- Supervise, provide direction, and evaluate the performance of assigned staff, consultants, and contractors; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; develop, monitor, and evaluate staffing needs; provide training and educational opportunities for District personnel to maintain and upgrade technical skills to optimize service to users;
- Apply the terms and provisions of collective bargaining agreements, State and federal laws, and District Board policies and administrative procedures in personnel matters;
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy;
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Planning, organization, and direction of capital projects
- Applicable sections of the California Education Code, Public Contract Code, Uniform Building Code, California Building Code, Cal OSHA, Americans with Disabilities Act, other related statutes; and District policies and procedures.
- Chancellor's office funding mechanism, State Capital Outlay Program, and DSA protocols and procedures.
- CalGreen, LEED certification and US Green Building Council standards.
- California Environmental Quality Act process and requirements.
- Architecture, design, engineering, and construction terminology.

- Publicly financed capital improvement program reporting and procedures.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision, and training.
- Interpersonal skills using tact, patience, and courtesy.
- Prepare and deliver oral and written presentations.

Skill in/Ability to:

- Plan, organize, and direct the coordination and implementation of the capital projects of the District.
- Establish and implement projects funded by the District's bond.
- Effectively train, supervise, and evaluate the performance of assigned staff.
- Read and understand technical data and information.
- Prepare presentations and other relevant material.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Plan and organize work
- Interact with others using tact, patience, and courtesy.
- Work independently with minimum direction.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.
- Demonstrate sensitivity to and understanding of the diverse backgrounds of our students and campus community members.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Master's degree in architecture, engineering, business, construction management or related field. Significant experience in construction management, construction, architecture, engineering, or related field.

Other Requirements:

Must possess and maintain a Valid California driver's license.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

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.

Hearing and speaking to exchange information in person and on the telephone and making presentations; mobility to operate a vehicle to travel to visit sites; dexterity of hands and fingers to operate a computer keyboard; vision to read computer screens and printed materials; ability to sit for extended periods of time; the ability to lift and carry objects up to 20 lbs.