SUPERVISOR OF FACILITIES PLANNING AND CONSTRUCTION  
(Supervisor Designation)  
Range 44  

DEFINITION  
Under general direction of the Director of Facility Services, Planning & Capital Projects, organizes and administers the District building program and assists in other District responsibilities as assigned.  

DISTINGUISHING CHARACTERISTICS  
This is a working position and requires “hands on” abilities in construction trades. The incumbent in this position will promote institutional effectiveness by ensuring District facilities are maintained efficiently.  

ESSENTIAL FUNCTIONS  
- Plans and oversees District construction projects;  
- Assists the Director of Facility Services, Planning and Capital Projects in developing and submitting, to the California Community College Chancellor’s Office, the annual five-year construction plan, completing the Facility Utilization Reports, developing and refining plans for scheduled and deferred maintenance projects;  
- Assist in coordinating District facility development with appropriate local agencies;  
- Assist in coordinating and directing the work of the District facilities planning committees with the architects in the planning of new facilities and the rehabilitation of older facilities;  
- Assist in coordinating the development of Initial Project Proposals (IPP’s) and Final Project Proposals (FPP’s) for submittal to the California Community College Chancellor’s Office;  
- Develops bid specifications and supervises facility project bid processes; (insuring that appropriate insurance, bond and administrative requirements are satisfied)’  
- Administers construction contracts for major and minor construction projects;  
- Provides for inspection of construction work in progress;  
- Maintains records and develops reports as required;  
- Supervises the scheduling and utilization of District facilities leased under the Civic Center regulations;  
- Operate light to moderately heavy construction/maintenance equipment such as fork lifts, trucks, and tractors;  
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;  
- Communicate effectively orally and in writing;  
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities;  
- Performs other duties as assigned.  

Duties may require the physical ability to:  
- See for the purpose of reading laws and codes, rules and policies, and other printed matter;  
- Hear and understand speech at normal levels;  
- Speak so that others will be able to understand normal in-person and telephone conversation;  
- Sit or stand for extended periods of time;  
- Work at heights;
• Ascend and descend a ladder;
• Work in possibly dusty and noisy construction environments;
• Lift and/or carry 100 pounds;
• Exert manual dexterity sufficient for keyboard and other office equipment operation;

**ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.**

**QUALIFICATIONS**

**Education—**
**Preferred:**
• Associate’s Degree in related areas (such as engineering, architecture, construction management);
• Qualifying job related experience may be substituted for the preferred education;

**Experience—**
**Required:**
• Four years of increasingly responsible experience in facilities planning, public works bid processes and construction contract administration;
• Working with government and regulatory agencies related to construction;
• Supervising contractors or skilled trade workers involved in the construction or remodel of building structures and/or infrastructure systems.

Or any equivalent combination of education and experience.

**Knowledge of:**
• Methods, practices, materials, and procedures in the field of construction services;
• Alarm and communications systems;
• Construction costs;
• Working methods and procedures used in building trades and crafts;
• Heating and ventilating systems;
• Landscaping, soils, plant propagation and landscaping equipment.

**Licenses and Certificates—**
**Required:**
Possess a valid California Driver's License appropriate for the vehicles driven in the course of work.

**Must be able to obtain in first year:**
• Certificate to operate a fork lift;
• Certified Pool Operations certificate.

**Board of Trustees Approval: March 9, 2011**