

# **Associate Vice Chancellor, Construction and Facilities Planning**

## **District Office Kern Community College District JOB DESCRIPTION**

### **Definition**

Under the direction of the Chief Financial Officer the Associate Vice Chancellor, Facilities Planning, Design and Construction is responsible for the administration and management of all District facilities planning, design and construction functions and activities. The position is responsible for the day to day direction and supervision of all District capital planning activities, project design and development, and construction activity for major capital and minor capital projects, including remodel, renovation, and new construction. The position further ensures that District plans, designs and construction of all capital projects are functional, sustainable, well designed, and cost effective.

### **Examples of Duties**

1. Administers and supervises a variety of programs, projects and activities related to the planning, design, and construction of new, remodeled, and renovated District facilities.
2. Provides leadership and supervises a department of planning, design and construction professionals that provide services to the District to plan, design and construct capital projects that are functional, sustainable, well designed, and cost effective and efficient.
3. Establishes departmental policies and operating procedures that ensure capital projects are planned, designed, constructed on time and within budget pursuant to legal requirements and District policies.
4. Initiates programs, policies, and activities to increase efficiencies, extend capital life cycle maintenance, improve staff productivity and assure quality planning, design, and construction practices and products.
5. Prepares and administers the annual department operating budget.
6. Supervises the preparation of all capital project program plans, estimates, and budgets.

### Example of Duties (continued)

7. Supervises the development of the District's Five Year State Capital outlay program, Annual Space Inventory, Scheduled Maintenance reports and the development of the District's non-state funded capital program, including remodel, renovation, and new construction.
8. Provides administrative oversight including selection, contract development and contract administration and supervision of the work of architects, engineers, planning and design consultants, project managers, construction managers and other professionals.
9. Maintains an accessible and equitable bidding environment to maximize participation, promote fair competition, and to ensure that the District receives competitive bids and quotes for plan, design, and construction services.
10. Supervises all capital planning for the District and provides planning staff support for the College Presidents, District Chancellor, and planning committees and groups as necessary.
11. Serves as the District's chief design official and building official in order to maintain District aesthetic standards and regulatory and agency code compliance.
12. Serves as the District's champion to promote sustainable planning, design and construction.
13. Serves as the District liaison with the State Chancellor's Facilities Planning and Utilization unit.
14. Provides regular updates and progress reports to District leadership to keep them informed of all planning, design, and construction activities.
15. Ensures the implementation of the District's Long Range Educational Master Plans and Long Range Capital Plans through the preparation of reports, studies, and special projects related to the planning, design, and construction of District capital projects.
16. Makes presentations to College committees, community groups, District administrative committees, and the Board of Trustees.
17. Maintains an understanding of current ideas, research, and practices pertaining to the responsibilities of the position by participating in continued professional studies and professional organizations.
18. Participates in local, regional, and state activities and programs to promote Kern Community College District and the community college system.

### Example of Duties (continued)

19. Provide leadership for the development and maintenance of a District-wide energy conservation program.
20. Interprets and enforces collective bargaining agreements, as they relate to construction planning and facilities operations.
21. Maintain and archives blueprints, as built plans, construction and design standards, and other construction records.
22. Perform other related duties as assigned.

### **Minimum Qualifications**

Bachelor's Degree in engineering, architecture, public administration, business construction or a related technical field.

At least five years of increasing complex experience in one or more of the areas of planning, design or construction.

- Valid California driver's license.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.
- Substantial experience (five or more years) leading and managing a design or facilities division, department, or unit: as well as considerable experience working in or with community colleges or other institutions of higher education or comparable organizations.

### **Desirable Qualifications**

- Experience in managing capital budgeting process and coordinating project cost estimating.
- Demonstrated experience in the selection and management of planning and design, and construction consultants.
- Extensive experience, knowledge and demonstrated ability to organize, direct and successfully implement planning, design, and construction of capital projects in a higher education setting.
- California Community College facility project management experience.

## Knowledge and Abilities

Knowledge of:

- Uniform Building Code (UPC), California Architectural Barriers Laws (CALABL), California Occupational Safety and Health Act (CALOSHA), California Public Contracts Code, American Disabilities Act (ADA), and other related statutes
- California Public Contracts Code and Education Code
- Labor Compliance Program
- Construction budget preparation and job cost accounting
- Legal and practical aspects of capital project design, bidding, management, and close out of construction contracts.
- Generally accepted architectural, planning, and construction principles and practices as related to public works and community colleges, institutions of higher education and schools.
- Methods, practices, equipment, and supplies used in facility maintenance and construction, building and safety regulations.
- Overall knowledge of institutional planning, design, construction methodologies, and sustainable design.
- Leadership and management techniques and practices.

Ability to:

- Conduct strategic planning; plan, organize, and direct staff, and resources.
- Interact successfully and professionally with District staff at all sites, as well as external vendors, government representatives, and the public.
- Communicate orally and in writing at an administrative level; and work collaboratively with a large and diverse group of constituents.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

## Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Occasional—25-50 percent = 2

Often—51-75 percent = 3

Very Frequent—76 percent and above = 4

Working Condition (continued)

<b>Ratings</b>	<b>Essential Physical Requirements</b>
4	Ability to work at a desk, conference table or in meetings of various configurations.
3	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
2	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
4	Ability to lift 40 pounds.
4	Ability to carry 40 pounds.
4	Ability to operate office equipment.
3	Ability to work in a construction environment.
4	Extensive driving requirement.

**Status/Rationale**

This is a classified administrator position.

**Signatures/Approval**

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)

07/24/2014