



Job Description

JOB TITLE: FACILITIES & CONSTRUCTION CONTRACT SUPERVISOR
PAY GRADE: CS 16
LAST REVISED: FEBRUARY 2021

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.

SUMMARY DESCRIPTION

Under general direction of the Director of Finance, supervises, assigns, reviews, participates and coordinates policies and procedures related to District facilities and construction purchasing and contracts, assisting with formal and informal bids, solicitations, vendor relations, and cost containment measures. Ensures efficient and legally compliant purchasing standards are met. Oversees administration of furniture, fixtures and equipment (FF&E) including problem solving and decision-making regarding the acquisition and installation of FF&E. Performs a variety of tasks relative to assigned areas of responsibility.

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. The General Services Manager must demonstrate a profound understanding of and experience with successfully supporting individuals with varying backgrounds. This includes persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities and other groups to ensure the District provides strategies for success and pro-active, student-centered practices and policies committed to eliminating equity gaps.

REPRESENTATIVE DUTIES - The following duties are typical for this job classification. Incumbents may not perform all of 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.

1. Assumes support and supervisory responsibility for assisting, evaluating and implementing District construction purchasing functions, formal and informal bids, requests for quotes, vendor relations, and cost containment measures.
2. Reviews, edits and approves all construction and facilities-related contracts, requisitions, purchase orders, invoices in conjunction with District facilities staff and budget managers; coordinates fiscal reporting and accountability related to construction projects; provides high-level support for construction and facilities-related contracts; reviews and edits construction and facilities-related submissions made to the District's Board of Trustees.
3. Problem solving and decision-making regarding the acquisition and installation of furniture, fixtures and equipment (FF&E); coordinates and oversees furniture/equipment moves and related activities; implement program policies and guidelines regarding the acquisition of FF&E.
4. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned area; recommends changes and improvements to existing standards, policies and procedures.

Job Description

5. Plans, directs, coordinates, and reviews the work plan for assigned staff; meets with staff to identify and resolve problems; trains and works with assigned staff to correct deficiencies.
6. Communicates and provides technical expertise, guidance, training, advice and assistance to others regarding areas of assignment, such as automated purchasing and the contracting process for the construction program.
7. Researches, interprets and applies operational procedures for bidding, including development, editing, and finalizing of specifications, advertising to vendors, reviewing and analyzing bids, documentation of bid activities, bid selections, and a variety of related matters and maintaining records and files; exchanges information with administrators, vendors, contractors and other business representatives regarding purchase order status, compliance issues.
8. Coordinates with stakeholders to establish districtwide standards for FF&E related to new construction.
9. Processes claims with vendors for damaged materials, returns and exchanges; ensure timely and accurate credit of shortages, damaged or returned goods and other discrepancies.
10. Ensures timely and accurate preparation, processing, coordination, submittal and maintenance of a variety of records, documents and reports, board agenda information, proposals, and other materials related to construction purchasing.
11. Coordinates closely on budget matters with assigned accounting and budget staff.
12. Conducts research and performs analysis in support of the District's Facilities and Construction program;
13. Serves as staff on a variety of committees; prepares and presents reports and other necessary correspondence.
14. Provides responsible assistance to the Director of Finance related to construction projects and risk management.
15. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of procurement, purchasing and contracts; incorporates new developments as appropriate.
16. Performs related duties as required.

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.

Knowledge of:

- Pertinent federal, state, and local laws; codes and regulations governing procurement and buying for a public education institution.
- Purchasing, cost analysis, and methodologies used in contracts and procurement.
- Construction purchasing program planning, implementation and evaluation.
- Principles and procedures of financial record keeping and retention.
- Principles and practices of program development and administration, contract negotiations and dispute resolution.
- Methods to successfully support individuals with varying backgrounds, which includes persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities and other groups.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and practices of expense budget monitoring and administration.

- Methods and techniques of customer service.
- Principles of business letter writing and report preparation.
- Principles of supervision and training.

Ability to:

- Coordinate, direct and participate in the management of the construction program for the District.
- Supervise, organize, coordinate and review the work of assigned staff.
- Select, train, and evaluate staff.
- Recommend and implement departmental goals, objectives, and procedures.
- Exercise sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, staff and the surrounding community.
- Apply an equity-minded framework to ensure programs, services and processes are designed and delivered to meet the varying needs of all constituent groups, build and maintain an effective and productive customer service team.
- Understand and assist with project budgets.
- Conduct technical research and analysis related to contract and procurement options. Prepare clear and concise recommendations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and coordinate implementation of recommendations in support of goals.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.
- Approach all duties of the position with an equity-minded perspective that supports and promotes inclusion and diversity while supporting effective calling in practices.

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/Training: A Bachelor's degree from an accredited college or university with major course work in business administration or a closely related field.

Experience: Five years of increasingly responsible experience in procurement, and finance, administrative or general services including one year of administrative and supervisory responsibility.
License or Certificate: Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT - 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.



Job Description

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. Hearing: Hear in the normal audio range with or without correction.