



Job Description

JOB TITLE: Interim Deputy Director, Facilities Development & Construction Management
PAY GRADE: CS 21
LAST REVISED: June 2022

*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.*

SUMMARY DESCRIPTION

Under the direction of the Director of Facilities and Construction, this position assists with the planning, direction, management, and oversight of the District Facilities Department, which includes facilities maintenance, energy management, grounds maintenance, custodial services, transportation services, and facilities projects. Also includes assisting with the planning and implementation of the capital outlay program for the District from project funding requests to contractor selections to design and construction oversight to project completion and DSA certification.

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 Interim Deputy Director, Facilities Development and Construction Management must demonstrate a profound understanding of and experience with successfully supporting individuals with varying backgrounds. This includes former foster youth, first-generation students, persons with disabilities, undocumented scholars, individuals from historically underrepresented communities, various gender identities, sexual orientation, 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 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. Assists with the general planning and direction of all facilities activities and projects; helps provide support to the first line supervisors with work assignments, prioritization, and small project planning; assists with the work assignments and supervision of the administrative staff.
2. Assists the Director in ensuring that the District is in compliance with appropriate laws, codes, and regulations that apply to master planning, project planning, facility maintenance and repair activities, grounds and fleet maintenance; helps to ensure the implementation of safe work practices; and assists with the management and oversight of hazardous waste and District energy use.
3. Participates in the development and implementation of departmental goals, objectives and priorities for each assigned service area; recommends and administers policies and procedures.
4. Helps to establish appropriate service and staffing levels based on District needs; supports the Director in monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures.
5. Participates in selection and training of staff; works with employees to correct deficiencies; implements discipline and termination procedures in accordance with collective bargaining agreements.

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6. Participates in the development and management of the department budget; forecasts funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
7. Represents the Facilities Department to other departments, divisions and outside agencies; coordinates assigned activities with those of other departments, outside agencies and organizations.
8. Understands and is able to explain and justify department programs, policies and activities; participates in the resolution of sensitive and controversial issues.
9. May act in the capacity of Director (Acting) of Facilities and Construction in her/his absence, as requested. 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:

- Operations, services, and activities of a comprehensive facilities planning, implementation, and plant operations program.
- Principles and practices of project management.
- Principles and practices of capital outlay program development and administration.
- Methods and techniques of organizing work and building an effective team to respond to a high volume of service requests.
- Math skills to prepare cost estimates and evaluate budget line items.
- Safety and environmental health programs.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations including Uniform Building Code.
- 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.
- Historical and systemic inequities and the effects and trauma on underrepresented and underserved populations.

Ability to:

- Participate in the management of a comprehensive facilities planning, implementation, and plant operations program.
- Develop and administer departmental goals, objectives and procedures.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Plan, organize, direct and coordinate the work of assigned staff.
- Delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Operate vehicles, equipment and tools used in maintenance and operations of District facilities.
- Estimate time, material, and labor costs for maintenance and repair projects.
- Maintain equipment records and parts inventories.
- Administer an effective program for safety and environmental health.

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- Ensure adherence to safe work practices and procedures.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- 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.

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 engineering, project management, construction management or a related field.

Experience:

Five years of increasingly responsible project, construction, building maintenance and/or plant operations experience including two years of management and supervisory responsibility.

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.*

Environment: Work is performed primarily in a standard office setting with occasional outdoor environment and exposure to noise, dust, fumes and inclement weather conditions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting with occasional outdoor environment for the inspection of facilities; 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.