

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### DIRECTOR, FACILITIES PLANNING & LOGISTICS

CMS Salary Range 33

#### **BASIC FUNCTION:**

Under administrative direction of the Office of Facilities Services, assists in the planning, organizing, accounting and administrative functions in support of Facilities Services; develops, plans, supervises, coordinates, implements and maintains on-going operations, projects and activities to assure the efficient and effective procedures of the Facilities Services office. The Director, Facilities Planning and Logistics acts as liaison between design professionals, consultants, engineers, vendors and college entities; completes projects independently; exercises functional direction in Facilities Services.

#### **DISTINGUISHING CHARACTERISTICS:**

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

#### **REPRESENTATIVE DUTIES:** *E = indicates essential duties of the position*

The classification specification provides a summary of the typical job duties performed, along with the general nature and level of work performed by employees in this classification. Duties may include, but are not limited to, the following:

- Serves as the primary contact and support in the administration and supervision of District wide facilities planning and logistics. (E)
- Assists in the development and monitoring of the District budget, Office of Facilities Services budget, scheduled maintenance budget, and Capital project budgets including the control of expenditures of funds; budget issues, budget revisions, transfers and augmentations; reconciliation and balancing of project budget data. (E)
- Prepares, submits and monitors purchase requisitions with required contract documentation including professional service agreements, contract amendments, labor compliance, bid documents, change orders and construction change directives and other required documentation. (E)
- Reviews, assesses, assigns and supervises District facilities alteration and improvement request assignments; coordinates and supervises completion of requests with requestors, facilities staff and vendors; coordinates project and design review meetings with Facilities Services, consultants and college staff. (E)
- Monitors facilities programs and building service compliance by conducting onsite visits and interviews. (E)
- Plans for district relocations, rearrangements and furnishings requirements; assigns, supervises and coordinates projects with staff, vendors and project consultants. (E)
- Coordinates with Master Plan architect as required to ensure that campus standards are followed, executed and revised as necessary.
- Prepares correspondence independently or from verbal instructions; drafts, prepares and edits a wide variety of materials including schedules, charts, reports, forms, surveys and other documents. (E)
- Prepares facility planning related documentations and submittal packages, such as Scheduled Maintenance, Space Inventory, Five Year, District Design Standards, EIR/CEQA and Facility Master plans. (E)
- Researches, analyzes and recommends the feasibility of various improvement operations for more cost-effective provision of services in assigned areas of responsibility. (E)
- Promotes best practices at AVC by establishing facility standards, applying building codes, and preventing Cal/OSHA violations. (E)

- Assists in inspections of building areas to evaluate suitability for occupancy, considering such factors as access, air circulation, lighting, security, location and size; measure facilities to determine total square footage available for occupancy and apply district space standards to optimize capacity/load ratios; compute square footage for stations to determine space parameters for class loads; ensure area layouts meet A.D.A., fire and building code requirements. (E)
- Assists Director, Capital Projects in coordinating with District on an ongoing basis regarding district space utilization, facilities planning initiatives, district facilities standards, project design issues and construction management requirements including legal bid notices, DSA fee and document tracking, plan check fees, AVAQMD fees. (E)
- Draws basic schematic design layouts showing location of furniture, equipment, doorways, circulation, electrical and voice/data outlets and other facilities. (E)
- Researches, interprets, and communicates applicable laws, policies, and regulations.
- Assesses and evaluates condition and utilization of instructional furnishings and provides recommendations based on findings for short-term and long-term goals. (E)
- Prepares monthly communications to District executive management and Board of Trustees for the approval of contracts and contract revisions. (E)
- Maintains, organizes and controls filing and record keeping systems including records of a sensitive and confidential nature. (E)
- Supports the Executive Director in the development and updating of written directives, brochures, charts, reports, procedure manuals, employee handbooks, and district documentation related to facilities plans, processes, procedures and policies. (E)
- Prepares, submits and executes all Notices of Completion for the District with the Los Angeles County Registrar's Office. (E)
- Researches new technology and systems to augment or improve services provided.
- Coordinates closely with all aspects of the Business Services Office on a daily basis including budgeting, accounts payable, contracts and procurement requiring strong knowledge of every aspect of the Business Services Office. (E)
- Prepares agendas for meetings; maintains records, attends meetings and prepares minutes for distribution to appropriate personnel. (E)
- Directs staff to receive, open and route mail; order, issue, and maintain supplies and forms; order and disburse a variety of materials to other offices, departments, staff, consultants and the community. (E)
- Responds to requests for information from students, staff, vendors, contractors, consultants and the general public regarding District facilities programs; exercises discretion and confidentiality in evaluating and/or resolving problems and complaints, including security and safety issues. (E)
- Plans, schedules, and coordinates the development and delivery of trainings, workshops, and meetings related to facilities and associated services and programs.
- Plans, coordinates and provides work direction to assigned staff, students and/or hourly workers; including the establishment of goals and objectives and participating in the selection, training, and evaluation of assigned personnel. (E)
- Schedules facilities use for District offices, classrooms and support areas to meet construction schedule requirements. and minimize disruption to District operations. (E)
- Serves on College committees as required or assigned and participates in professional organizations as appropriate to assignments. (E)
- Performs other related duties as assigned.

#### **EDUCATION AND EXPERIENCE:**

Education: A bachelor's degree from an accredited institution in business, public administration, architecture, engineering, interior design, construction management or a closely related field.

Additional experience at the level described below may be substituted for the required education on a year-for-year basis.

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Experience: A minimum of five (5) years of experience in construction management, facilities planning, maintenance and operations, general contracting, interior design, finance, business management or a closely related field; including, three (3) years of supervisory experience.

**KNOWLEDGE OF:**

- Local, State and federal laws governing planning of community college facilities
- Applicable governmental codes, rules and regulations
- ADA, fire and building code requirements
- Operations, procedures and activities of an office
- Microsoft Office Suite, ARCHIBUS, AutoCad and other software and hardware applications
- Comprehensive knowledge of facilities planning standards, methods, and practices of space utilization and management
- Knowledge of California Community College facilities planning practices
- Project management principles and practices
- Interior design principles and practices
- Building design and construction standards
- Community college budget control
- Energy usage and conservation
- Administrative procedures, budgeting and accounting practices as they pertain to facilities project management
- Construction contracting and management
- Oral and written communication skills
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- District organization, operations, policies and objectives

**ABILITY TO:**

- Plan, organize, coordinate and direct multiple complex projects
- Establish and maintain effective working relationships with District staff and management, professional service consultants and public agency officials
- Manage change, anticipate conditions, plan ahead, establish priorities and meet schedules/timelines and achieve high customer satisfaction
- Coordinate planning and work activities between division/department units, contractors and other professional and/or campus entities
- Assure compliance with safety practices and various code requirements
- Develop scope of work and/or specifications for bids on minor construction, maintenance and repair projects; Coordinate the provision of contracted services
- Work from blueprints, shop drawings and sketches
- Effectively utilize computer equipment and software in the performance of duties including project related software applications such as Microsoft Project and AutoCAD
- Prepare and make clear, concise and effective oral and written communications, reports and presentations.
- Plan and organize work
- Maintain accurate and complete records
- Communicate effectively both orally and in writing
- Read, interpret, apply and explain rules, regulations, policies and procedures.

**LICENSES AND OTHER REQUIREMENTS:**

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Must possess and maintain a valid California Class C driver's license during the course of employment.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Administrative direction is provided by the assigned Executive Director. Responsibilities include direct and indirect supervision staff including coordinators, clerical, hourly and student workers. Supervises vendors and consultants during on-site installations.

**PHYSICAL EFFORT:**

Dexterity of hands and fingers to operate a computer keyboard.

Walking, bending and climbing as required to assess all District facilities.

Driving a vehicle to conduct work.

**WORK ENVIRONMENT:**

Primarily works in an office environment. Indoor and outdoor activity at project sites are required on an intermittent basis with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.