

ASSOCIATE CHIEF FACILITIES PLANNER

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Exec/Admin/Managerial	Management	M11	03/01/2015	Management	1 of 2

DEFINITION: The Associate Chief Facilities Planner assists the Chief Facilities Planner in all aspects of the management, supervision, and implementation of controls, planning, engineering, design, and construction required to support the District construction and renovation capital improvements programs. These responsibilities include supervision of program controls staff and in-house or consultant project and construction managers responsible for various professional services and construction contracts. Responsibilities require coordination and liaison with other District and college departments, the Division of the State Architect's Office, other State Agencies, consulting professionals and construction firms.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:

- Plans and coordinates capital improvement programs, real estate, planning and maintenance, renovation and construction projects and other physical plant related issues.
- Supervises and provides leadership to staff and professional consultants in the development and execution of capital improvement renovation and construction projects to ensure that the colleges receive modern, safe, and efficient facilities.
- Assists the Chief Facilities Planner in the development and implementation of Facilities Master Plans.
- Provides effective design and construction contract administration during all project phases, and assists the end user during the transitional period from substantial completion through occupancy, close out, and post-project evaluation.
- Makes recommendations to and advises the Chief Facilities Planner in the implementation of all capital improvement program functions and processes.
- Collaborates with finance and purchasing staff to assist the Chief Facilities Planner in ensuring all program elements are in compliance with federal, state, local and District laws, regulations and policies.
- Provides professional advice and consultation to other staff professionals regarding office policy, procedures and standards, codes and regulations
- Oversees the development of planning documents, project budgets, drawings and specifications, contract provisions, and project management tools required to support the program.
- Represents the District in negotiations with consultants, government agencies and contractors.
- Prepares or provides guidance on the preparation of the more complex and/or controversial contract modifications and claims.
- Ensures that contracts are procured and managed in an efficient manner.
- Consolidates data from staff and consultants on project and construction estimates, constructability reviews, acquisition milestones, and close out status.
- Prepares and monitors various, project management schedules, reports, expenditures, budgets, and performs special projects as required by the Chief Facilities Planner.
- Provides effective leadership, development, training, and evaluation of capital improvements program staff members; plans and assigns work of subordinates, sets and adjusts priorities, and prepares work schedules.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of: Phases and operations of building design and systems, construction and maintenance projects; construction contract document preparation and administration; specification writing and interpretation; construction budgeting and quality control; current federal, state, and local environmental rules, regulations, building codes, and labor laws; design, operations, and construction related architecture/engineering disciplines; Division of the State Architect requirements and procedures; various construction firms and related projects, risk assessments for projects; sustainable design and construction concepts; building, mechanical, management, and energy efficient systems; capital planning process, various construction projects and contracts; indefinite quantity, design-build, and time and material contracts; and computer aided design and construction scheduling software.



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Ability To: Communicate effectively, both orally and in writing; provide leadership and direction of staff to ensure successful project execution; direct and coordinate the activities of multiple professional consultants; plan, coordinate, and schedule multiple projects simultaneously involving a number of college and project sites and contractors, project, construction and inspection staff personnel; review drawings and specifications for capital projects prepared by architectural firms; demonstrate excellent organizational skills; identify and implement creative solutions to problems in order to stay within budget guidelines; base decisions on sound architectural and construction processes and procedures, aesthetics, program standards, budgets, and building and life safety codes; process and evaluate a large amount of data and detail to solve complex problems associated with building renovation and new construction projects; solve problems in creative and imaginative ways; organize, prioritize, perform under pressure in both public and internal capacities; perform detailed tasks related to budget development and tracking; cash flow monitoring, invoicing, forecasting, and reporting.

Education/Training: Earned Bachelor's degree in Engineering, Architecture or Construction Management with additional formal courses in business organization and management, or the equivalent.

Experience: Eight years of experience in planning and supervising the successful completion of major construction projects for large non-residential public works, commercial, industrial or educational facilities.
 Five years of experience managing multiple projects from concept to close out.
 Three years of supervisory experience managing multiple architects or engineering construction professionals working in a unified construction program.

Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, politics, philosophy, disability, and religious background of all students, faculty and staff.

Actions: Newly created classification adopted by the Governing Board on 02/25/2015