

DIRECTOR OF CAPITAL CONSTRUCTION PROGRAM OPERATIONS

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Administrative/ Managerial	Management/ Supervisory	M10	03/10/2022	Management	1 of 4

DEFINITION:

Reporting to the Vice Chancellor, Facilities Planning & Construction, the Director of Capital Construction Program Operations plans and directs implementation of the District's capital construction program operations. In this role, the Director provides management oversight in collaboration with campuses of planning, design and construction activities, along with integration of sustainability and energy team leads, program and project management staff, and consultants. The Director coordinates between the District management and staff, vendors, contractors and campuses for a successful construction operation and implementation of both new and renovation small and large capital projects. These responsibilities include supervision of staff project and facility systems managers responsible for various professional services and construction contracts. Responsibilities also require coordination and liaison with District and College Departments, the Division of the State Architect's Office, State Chancellor's Office and other State Agencies, oversight of consulting professionals and construction. In this role, the Director of Capital Construction Program displays propensity for effective teamwork and exceptional capacity to work with limited supervision on high visibility projects and efforts.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:

Duties/essential functions may include, but not be limited to, the following:

- Work directly with the campuses to ensure that project design and construction meets the needs and expectations of the educational programs and services.
- Manages and evaluates staff and professional consultants in the development and execution of capital improvement renovation and new construction projects to ensure that the colleges receive modern, safe, and efficient facilities that are conducive to their needs. This includes providing effective design and construction contract administration during all project phases, and overseeing the end user process during the transitional period from substantial completion through occupancy, close out, and post-project evaluation.
- Provides high level technical and management competence across the range of skills required for effectively managing large capital improvement projects.
- Provides professional advice and consultation to other staff professionals regarding office policy, procedures and standards, codes and regulations. Develops office standards regarding production and coordination of design and construction team responsibilities.
- Meets with and evaluates the requirements of other client and in-house departments in order to provide and install up-to-date communication, video, data, security systems and other building systems related software/hardware.
- Responsible for development and implementation of various district standards in collaboration with the campuses, project teams and sustainability teams. Establishes and maintains a District Design Standards library to support reduced construction and operations costs by standardizing facility systems configuration management District-wide.
- Manages and reviews the development of planning documents, project budgets, drawings and specifications, contract provisions, and project management tools required to support the program.
- Oversees development of architectural and engineering projects design, bid, contract and budget documents; follows projects through construction completion with special regard for compliance with program and budget requirements.

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- Analyzes proposals to ensure completeness and appropriateness. Represents the District in negotiations with consultants, government agencies and contractors. Monitors progress of construction activities and uses scheduling systems to evaluate the progress of activities.
- Reviews and approves design and construction schedules and schedules of values for compliance program schedules and contract documents.
- Manages construction contingency funds on active construction projects and provides recommendations to the Vice Chancellor regarding budget augmentations and realignments. Coordinates the recommendations with project construction teams and fiscal controls staff.
- Participates in the evaluation of potential consultants and/or contractors.
- Reviews and interprets building codes and other regulatory requirements relating to project work.
- Monitors construction projects, maintain and initiate schedule changes as necessary; direct and review the work of program and project consultants.
- Ensures that the new projects meet all the requirements of the plans and specifications and other contract documents.
- Reviews and analyzes cost estimates so that appropriate evaluation can be made as to the worthiness of the proposed change(s). Makes recommendations to the Vice Chancellor for approvals of change orders.
- Provides guidance and leads the efforts in the preparation of the more complex and/or controversial contract modifications and claims. Compiles and analyzes material pertaining to changes and claims.
- Plans and assigns work of subordinates, sets and adjusts priorities, and provides oversight
- Leads the planning and decision-making of routine maintenance of the District Office, repairs, and ongoing District facility needs.
- Oversees the preparation of various reports, graphs, charts, critical path method schedules, and forms. Examples include completion of the Five Year Construction Plan, Space Inventory, State Scheduled Maintenance Plan and Annual Seismic Update reports. Monitors data input regarding schedules, budgets, encumbrances, and expenses in program management databases and spreadsheets for active capital projects and coordinates with the Director of Construction Program Controls on process implementation, improvements and quality control.
- Directly or through supervisory staff selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Demonstrate cultural competency, understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.
- Performs related duties as assigned.

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MINIMUM QUALIFICATIONS:

Knowledge Of: Leadership principles and management skills required to execute complex capital construction programs, including design and construction projects from concept to close out; broad-based knowledge of all phases of commercial building design, construction, and maintenance; sustainable design and construction concepts to include building and mechanical systems, energy efficient systems, and energy conservation and management systems; design and operation of building systems; construction contract document preparation and administration; construction budgeting and control; quality control; excellent communication skills; and a basic understanding of current federal, state, and local environmental rules, regulations, building codes, and labor laws; operations of engineering, architectural, and construction firms, and risks associated with various project and contract types; Prop 39 bond program rules; scheduling concepts and software using critical path method concepts;

Ability To:

Provide leadership and direction of staff to ensure successful project execution. Ability to promote the capital improvement program both internally and externally to various constituent groups. Must have strong leadership qualities to effectively lead the efforts of project teams by promoting and ensuring positive interaction between all stakeholders and contractors.

- Direct and coordinate the activities of multiple professional consultants as they pursue various projects and studies. Ability to plan, coordinate, and schedule multiple projects simultaneously involving several college and project sites and contractors, project, construction, and inspection staff personnel.
- Review drawings and specifications for capital projects prepared by design firms.
- Ability to review projects during all phases of design and construction. Coordinate reviews of projects during planning, design and construction with energy and sustainability teams and specialty consultants in regards to adherence to District's Sustainability goals, and energy management best practices to ensure ongoing maintenance and operations costs.
- Must have the ability to identify and implement creative solutions to problems to stay within budget guidelines.
- Ability to base decisions on sound design and construction processes and procedures, aesthetics, program standards, budgets, and all building codes.
- Ability to process and evaluate a large amount of data and detail to solve complex problems associated with building renovation and new construction projects. Examples include evaluation of different design solutions, substitution of materials, rescheduling of projects, locating of alternative processes, etc.
- Must recognize and be able to relate and be an effective manager in the formal and informal organizational and functional structures of this and all departments.
- The position requires superb communication skills (written and verbal), a collaborator that is effective in solving competing priorities of the college and lead a myriad of teams in a matrix organization. The ability to organize, prioritize and perform under pressure. The ability to implement change in processes, culture and workflow under direction of the assigned manager.

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Education/Training:

Bachelor's degree in Construction Management, Project Management, Business Administration, Engineering or Architecture with additional formal courses in organizational development and leadership.. Advanced degree preferred

Experience:

Minimum of 10 years of experience in planning, managing and leading and supervising the successful completion of major construction projects for large non-residential public works, commercial, industrial, or educational facilities. Minimum 5 years of experience managing multiple projects from concept to close out within a capital improvement program. Experience with facilities management that involves energy conservation measures.

Minimum 5 years supervisory experience managing 3 or more construction professionals including but not limited to project or construction engineers or managers, architects or engineering construction professionals.

Experience of other various construction project contract types, including design-build, multiple prime, CM-at-Risk, design-bid-build, time and material contracts and others.

Training and experience with modern and latest computer aided construction scheduling, document control, project management and budgeting software required.

Adopted: 3/10/22