

# Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Dean, Facilities Planning and Operations	Management Team Management	Range: 15.0 Dean III

## **JOB DESCRIPTION:**

Under general direction, plans, organizes and administers a comprehensive program for facilities maintenance, operation, and planning including the improvement, remodeling, modification, scheduled maintenance and construction of all facilities, buildings and grounds District-wide. Administers the facilities energy conservation programs, vehicle fleet and equipment repair programs; responsible for District space inventory preparation and deferred maintenance program; coordinates and oversees the development of the 5-year capital outlay program for the District including capital planning and facility bond activities; supervises the Environmental Health and Safety department; and performs related work as required.

## **SCOPE:**

The Dean, Facilities Planning and Operations, has overall responsibility for the operations, maintenance, planning and construction of facilities, buildings and grounds for the District including capital planning, voter-approved bond activities, construction, and oversees the Environmental Health and Safety Program.

## **KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Plans, organizes, develops and recommends policies, procedures, short- and long-range plans pertaining to the maintenance, scheduled maintenance, remodeling, expansion, improvements, energy use and construction of the District's facilities, buildings and grounds.
2. Provides assistance to managers, faculty, staff, and students with building and District facilities planning, including the development of project specifications and equipment needs for projects. Coordinates the District's planning functions with project architects and engineers, including the appropriate organizations and state agencies familiar with the architectural standards for disabled access.
3. Plans, coordinates, and oversees District building and grounds projects, including plans and specifications, bid documents, project delivery method, contract awards, project management, construction, change orders and filing legal notices of completion.
4. Represents and has signature authority for the District as it pertains to facilities planning, design, construction, maintenance, operations, safety and assigned tasks by the Superintendent/President.
5. Plans and directs the preparation of capital facility plans; develops and recommends the District's capital facilities master plan (i.e., the District's 10-year Facilities Plan); and coordinates and directs the space planning process for all District facilities.
6. Develops and prepares annual budgets for the District maintenance, operations, vehicle fleet program and deferred maintenance programs, ensuring the cost effectiveness of the entire Facilities Operations department.

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7. Works with building inspectors and other agencies having jurisdiction to coordinate the inspection for, and recommend removal of, fire, safety, and health hazards in all College facilities and buildings.
8. Develops recommendations and guidelines to support energy conservation and sustainable building principles and practices. Works with users, user groups, in all areas of the campus in implementing appropriate conservation measures to accomplish the District's energy conservation objectives.
9. Ensures compliance with the Waste Stream Reduction (AB 75) regulations.
10. Seeks new sources of funds for facilities, energy conservation and equipment. Maintains records of funded projects and sources of their funding. Works with the Chancellor's Office and other state agency officials in the preparation of projects for funding review and approval.
11. Prepares local, state and federal reports in compliance with established laws and regulations.
12. Establishes and maintains cooperative working relationships with vendors, architects, engineers, contractors, project managers, state officials, and other members of the public.
13. Assists in the administrative responsibility for the District facilities' security, employee safety programs, the District's Disaster Preparedness Plan and Campus parking. Supervises the Environmental Health and Safety Program.
14. Prepares and submits the District's 5-year facilities plan and project planning guides for new construction and capital acquisition.
15. Attends Board of Trustees meetings and prepares material as required for Board presentations. May chair the Board Facilities Committee.
16. Cooperates in implementing the District's ADA Transition Plan.
17. Serves on District committees as assigned.
18. Performs other duties as assigned.

### **KNOWLEDGE OF:**

1. Progressive methods and practices of facilities management, including supervision, planning, budgeting, purchasing and training.
2. Educational and other state and local building codes and regulatory requirements pertaining to building, vehicle, and equipment operations, as well as management of hazardous materials, waste disposal methods and safety programs.
3. Current laws governing the construction and repair of public school buildings, including building specifications for disabled access.
4. Specification writing and contract management.
5. Long-range institutional planning and budgeting principles and procedures.
6. Sophisticated techniques of energy management and utility conservation.
7. Budget, organizational planning, personnel management, research design and analysis, and methods of cost and material control.

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8. Equal Opportunity Employment, hiring, and evaluation procedures; local, state, and federal employment regulations.

### **ABILITY TO:**

1. Organize, implement and direct complex management activities in the areas of facilities, maintenance, construction and planning.
2. Work cooperatively and collegially in a higher education setting with a diverse group of faculty, staff, students, vendors, contractors, and others contacted in the course of work.
3. Read, understand, and develop building and equipment specifications and plans, including work from drawings, blueprints and technical manuals.
4. Write reports and keep records pertaining to facilities operations.
5. Speak clearly and effectively in public.
6. Seek and develop alternative sources of funding for facilities projects and equipment.
7. Engage effectively in long-range planning activities of a District-wide scope for facilities, buildings, and grounds.
8. Operate a vehicle observing legal and defensive driving practices, and possess a valid California Driver's License.
9. Demonstrate sensitivity to, and respect for, a diverse population.

### **QUALIFICATIONS:**

#### *Education:*

An earned Bachelor's Degree in a facilities-related field (i.e., Business, Management, Engineering, Architecture, Facilities Management, Construction Management or Planning) required, or the equivalent. Master's degree in same disciplines preferred.

#### *Experience:*

Experience in building and grounds maintenance/repair, preferably in a community college, a school district, hospital, municipality, military or other similar large institutional setting. Experience with grant writing preferred. Experience in institutional facilities planning preferred.

### **SUPERVISION RECEIVED:**

The Dean, Facilities Planning and Operations, reports to the Superintendent/President.

### **SUPERVISION EXERCISED:**

The Dean, Facilities Planning and Operations supervises assigned management and classified staff.

Board Approved: 03/10/09