

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

MANAGER, FACILITIES PROGRAM

CMS Salary Range 31

BASIC FUNCTION:

Under the direction of the Executive Director of Facilities Services, the Facilities Program Manager will provide technical management and effective leadership to execute and complete a variety of complex facility construction projects in support of the Measure AV capital outlay program; ensures project schedule, budget and quality control parameters are achieved; ensures compliance with applicable federal and state laws and regulations; directs and monitors all professional services; coordinates all program logistics requirements; and performs related work as required/assigned.

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

- Directs and coordinates Measure AV program functions during planning, programming, design, review, bidding, construction, occupancy and warranty phases; serves as designee for Executive Director of Facilities Services as required for Measure AV project activities. (E)
- Develops, recommends and implements processes and procedures for all phases and functions required to complete Measure AV program activities; coordinates with staff to ensure effective management of the program. (E)
- Interprets, explains and applies federal and state laws, College policies, procedures and regulations. (E)
- Responsible for development, monitoring and execution of Measure AV program budget; ensure that program and project budget expenditures remain within budget allocation; monitors and addresses project budget issues with project management team; controls and monitors general conditions/logistics budget requirements. (E)
- Develops, monitors and executes Measure AV program schedule; monitors and addresses project schedule issues with each project management team which includes the AOR, CM, IOR, LOR, and Executive Director. (E)
- Responsible for contract compliance of all professional services consultants; ensures safety program, labor compliance, financial commitments and contract deliverables are executed as required. (E)

- Coordinates with program staff and Business Services staff for the timely execution of program and project financial and contract documentation; responsible for coordinating weekly team accounting and procurement meetings to monitor program and project status. (E)

- Oversees project management team for each project; reviews RFI's, team recommendations, change orders, design issues, user requests and addresses project issues; attends all project meetings; develops a respectful, transparent and effective project management team environment. (E)
- Coordinates with Executive Director and Master Plan Architect as required to ensure campus standards are followed, executed and revised as necessary. (E)
- Develops and maintains accurate program and project records including meeting minutes, agendas, specifications, drawings, budget, accounting, schedule, design standards, correspondence and contract documents. (E)
- Assists with the specification, project coordination, procurement and installation of furnishings, fixtures and equipment for Measure AV projects. (E)
- Assist in assessing and preparing District space inventory per as-built conditions and in inputting data in FUSION. (E)
- Assists Executive Director with directing, scheduling, and assigning the work of staff; recommends and implements improved work methods and procedures. (E)
- Coordinates and meets on a regular basis with college Maintenance & Operations, Risk Management, Campus Security, ITS, Business Services and College management, staff and faculty to effectively implement and execute program and project work activities. (E)
- Confers and coordinates with outside agencies including City of Lancaster, SCE, AVAQMD, Gas Co., L.A. County Waterworks, L. A. County Fire Dept., DSA, CCCCCO and others as required. (E)
- Prepare a variety of reports, including program activity reports, Oversight Committee status reports and financial reports for Measure AV activities. (E)
- Attend the Board of Trustees meetings when directed. (E)
- Assist with the solicitation of professional services through the Request for Qualifications process administered by Business Services. (E)
- Conducts meetings to coordinate operational activities and program oversight; effectively communicates developments or instructions to Executive Director and college management as necessary. (E)
- Interprets drawings, diagrams, specifications, and blueprints as required. (E)
- Responsible for ensuring contract work is fully completed prior to execution of final payment and notice of completion; ensures final as-built documents are complete and accurate; ensures all required O&M manuals are received; ensures punch list is coordinated with M&O and CM and completed per contract. (E)
- Safely operates college vehicles to conduct work, utilizes required personal protective equipment for inspections of construction areas. (E)
- Responds to emergencies in off-hours as necessary. (E)
- Serves on College committees as required or assigned, and participates in professional organizations appropriate to assignment. (E)

- Performs related duties as required or assigned.

EDUCATION AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in construction management, facilities planning, engineering, construction technology, business or public administration, or a closely related field, and five (5) years of progressively responsible experience in construction project management which has included managing the construction and design of progressively complex projects. Additional experience at the level described above may be substituted for the required education on a year-for-year basis.

KNOWLEDGE OF:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the work direction of staff and consultants.
- Applicable local, state and federal laws and regulations; Americans with Disabilities Act (ADA) Compliance guidelines; Division of State Architect (DSA) regulations; Cal-OSHA regulations; accounting and contract regulations including CUPCCAA.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Knowledge of modern construction practices and methods, as well as, public contracting law.
- Principles and practices of building design, construction, facilities operations, and real property management from concept to completion.
- Principles and practices of contract administration and construction project management.
- Principles and practices of project budget development, administration, and financial analysis.
- Applicable local, State and Federal laws, regulatory codes, ordinances, and procedures relevant to the assigned program.
- Modern office practices, methods, and computer equipment and applications, including word processing, database, spreadsheet and CAD applications.
- Record keeping principles and practices.
- Principles, practices, and techniques of effectively dealing with the public and basic public relations.
- Principles, practices and techniques relating to all maintenance and operations aspects of a public institution.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

SKILLS & ABILITIES:

- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program.
- Interpret, apply, explain, and ensure compliance with Federal, State and local policies, procedures, laws and regulations.
- Planning and organizing building design and construction programs.
- Analyzing construction problems, evaluating alternatives, and making sound recommendations.
- Defining projects, preparing requests for proposals, evaluating proposals and negotiating terms, and managing and administering contracts after award.
- Plan, organize, direct, and coordinate the work of assigned project personnel.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Effectively represent the District and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgement according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

OTHER REQUIREMENTS:

- Must possess and maintain a valid California Class C driver's license during the course of employment
- Must be willing to respond to emergencies in off-hours.

WORKING CONDITIONS

ENVIRONMENTAL ELEMENTS:

- Employees partly work in an office environment and partly work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, machinery, moving equipment, construction site hazards and hazardous physical substances and fumes. Employees may interact with staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

PHYSICAL DEMANDS:

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, as well as to work in the field; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office, partially a field classification, and standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.