

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

SUPERVISOR, FACILITIES PLANNING

Salary Range 26

BASIC FUNCTION:

Under the direction of the Executive Director of Facilities Services, performs a full range of complex administrative, planning, clerical and accounting functions in support of the administrator. Plans, supervises, coordinates and implements on-going operations, projects and activities to assure the efficient and effective operations of the Facilities Services organization and the effective execution and completion of District facilities projects. The Facilities Planning Supervisor acts as liaison between design professionals, consultants, engineers, vendors and college entities; completes projects independently with a high level of discretion; exercises functional supervision over classified employees, consultant, temporary and student worker personnel. Performs other related duties as assigned.

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

- Represents the college and the Executive Director, Facilities Services, in a positive manner when interfacing with district administrators, faculty, staff and students, public officials, professional consultants, vendors and contractors, legal counsel and members of the community. (E)
- Serves as the primary assistant and administrative support to the Executive Director, Facilities Services, in the administration and supervision of District wide facilities, related programs and services. In the absence of the administrator makes decisions, when appropriate, on matters that require immediate attention; interprets processes, procedures and regulations as appropriate. (E)
- Assists in the development and monitoring of the Facilities Services department budget and project budgets including the control of expenditures of funds; budget revisions, transfers and augmentations; reconciliation and balancing of project budget data and Business Services Banner budget data for numerous and simultaneous multi-million dollar projects; prepare and submit reports as required. (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; applies District standards to request requirements involving space, furnishings, finishes and signage. (E)
- Initiates planning for district relocations, rearrangements and furnishings requirements; assigns, supervises and coordinates projects with staff, vendors and project consultants; develops project budgets and schedules; coordinates funding and contract requirements with requestor; verifies field conditions with construction manager and college personnel; coordinates project field requirements between users and construction manager; directs and manages project activities to completion. (E)
- 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; utilizes the computer to perform advanced-level word processing functions including complex formatting of documents, creating charts, developing spreadsheets, and using a variety of software; verifies data for accuracy, completeness and compliance with established procedures; inputs and retrieves computerized data. (E)
- Assists in the preparation of facility planning related documentation and submittal packages, such as Scheduled Maintenance, Space Inventory, Five Year, District Design Standards, EIR/CEQA and Facility Master plans. (E)
- Serves as the system administrator for the district facilities work request system; coordinates system support requirements with system vendor and ITS; provides system access control, training and service for all system users. (E)

- Supervises, assigns, plans, coordinates and defines the project requirements for furnishings, fixtures and equipment (FF&E); directs the specification, acquisition, delivery and installation of FF&E with staff, college user groups, architects, vendors, procurement and construction manager; develops and maintains FF&E project list that meets district standards and project budget parameters. (E)
- Assists Executive Director for inspection 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)
- Supervises, assigns, plans, directs and coordinates activities for the activation and/or occupancy of facilities to ensure that the objectives of each project are accomplished within prescribed time frame; includes specifying, ordering and installing signage; verifying utility connections; supervision and coordination of staff for ITS support and move management for building occupancy. (E)
- Assists Director on capital outlay project activities, coordinating with District management and Campus Architect, Project Architects, Construction Managers and Planning Consultant 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)
- Controls and monitors general conditions and logistics budget for each project; reviews and coordinates proposals, contracts, requisitions, invoices, labor compliance and contract compliance of vendors and contractors providing general conditions and logistics support. (E)
- Draws basic schematic design layouts showing location of furniture, equipment, doorways, circulation, electrical and voice/data outlets and other facilities; draws layouts illustrating space utilization efficiency of existing facilities; utilize drawings and illustrations to communicate with users, architects, vendors and construction manager. (E)
- Assesses and evaluates condition and utilization of instructional furnishings and provides recommendations based on findings; coordinates the selection, acquisition and installation of furnishings with Academic Affairs staff, vendors and Procurement; coordinates warranty repairs for all district furnishings. (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 the Facilities Plan Room; ensures critical active contract documents are easily located during a project and are archived properly for future reference; directs and controls the electronic scanning and storage of project contract documents as required for legal and operational requirements; maintains a variety of other files and records including those of a sensitive and confidential nature. (E)
- Assists the Executive Director in the development and updating of department procedure manuals, employee handbooks, departmental 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 Registrars Office. (E)
- Coordinates closely with all aspects of the Business Services department on a daily basis including budgeting, accounts payable, contracts and procurement requiring strong knowledge of every aspect of the Business Services department. (E)
- Coordinates communications and activities with other District departments and personnel, community colleges, Chancellors Office, vendors, consultants, other outside organizations and the public; obtains and provides information regarding District personnel and the general public regarding the District capital outlay program. (E)
- Schedules meetings and appointments for assigned administrator; prepares agendas for meetings; maintains records, attends meetings and prepares minutes for distribution to appropriate personnel. (E)

- Receives, opens and routes mail; orders, issues, and maintains department supplies and forms; orders and disburses a variety of materials to other departments, staff, consultants and the community. (E)
- Greets visitors, initiates and answers telephone calls, screens and directs calls and visitors to appropriate personnel; responds to requests for information from students, staff, vendors, contractors, consultants and the general public regarding District facilities and capital outlay programs; exercises discretion and confidentiality in evaluating and/or resolving problems and complaints, including security and safety issues. (E)
- Provides training and work direction to consultants, students and/or hourly workers as assigned; participates as requested in hiring personnel and providing input regarding performance evaluations. (E)
- Schedules facilities use for District offices, classrooms and support areas to meet construction schedule requirements and minimize disruption to District operations. (E)
- Perform related duties as assigned.

KNOWLEDGE OF:

Local, State and federal laws governing planning of community college facilities;
 Applicable governmental codes, rules and regulations;
 Operations, procedures and activities of a department 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.

EDUCATION AND EXPERIENCE: An associate's degree from an accredited institution in business, interior design, construction management or a closely related field and a minimum of four (4) years of experience in construction management, facilities planning, interior design, finance, business management or a related field. Additional experience at the level described above may be substituted for the required education on a year-for-year basis.

LICENSES AND OTHER REQUIREMENTS:

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

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Supervises 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.