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| Los Rios Community College District Approved: Dec. 2006Revised: May 2010; Feb. 2015; Apr. 2019  |

**FACILITIES PROJECTS SUPERVISOR**

**DEFINITION**

Under the direction of the assigned administrator, direct, supervise and coordinate architectural, engineering and planning projects/operations.

**TYPICAL DUTIES**

Direct, supervise and coordinate architectural, engineering and planning projects/operations; manage and coordinate all assigned modernization, expansion, renovation, and new construction projects for District facilities including architectural, structural, mechanical, electrical and signal systems; train, supervise, and evaluate assigned employees; participate in interviewing and selecting new employees; ensure accountability and adherence to applicable laws, regulations, policies and procedures; prepare, monitor and maintain budgets and expenditures for assigned functions and activities in accordance with District policies; work closely with architects, engineers, District faculty, staff and administrators to manage the development of preliminary designs, plans and estimates for modernization, expansion, renovation, and new construction projects; ensure that all design and planning conforms to the California Building Code, Mechanical Code, Plumbing Code, National Electric Code, Uniform Fire Code, Americans with Disabilities Act (ADA), California Community Colleges (CCC) Space Utilization Guidelines and all other applicable codes and regulations. Coordinate with California Environmental Quality Act (CEQA) consultants in the preparation of environmental impact reports and negative declarations related to construction projects. Coordinate with governmental and utility agencies to comply with environmental and energy conservation mandates, programs and rebates. Acts as Director of Planning and Construction in the absence of administrator.

On more complex projects, acts as project coordinator. Assist in the selection of consultants for architectural, engineering, construction management, testing, inspection and other construction related ~~s~~ervices. Oversee and coordinate the work of multiple specialty consultants providing support services such as: constructability reviews, cost estimating, weatherproofing, construction schedule analysis, etc., on own projects and on projects assigned to designated in-house staff. Coordinate with district telecommunications systems specialists on design, cost estimates and planning of telecommunications and data systems for remodels, renovations and new construction. Review the work of assigned in-house staff for contract documents including complete drawings, bidding documents, contracts, general conditions and specifications. Coordinate with Facilities Management Maintenance and Operations staff during a project’s design phase to ensure compliance with District Facility Design Guidelines and maintenance practices. Upon approval and funding of proposed projects, coordinates the preparation of all contract documents including complete drawings, bidding documents, contracts, general conditions and specifications. Coordinate with the District’s Purchasing Department during the bidding process and assist in: identifying type of contractors to be notified of bid; notifying contractors of bids; issuing contract documents to bidders; scheduling and managing pre-bid job-site walks with bidders; developing and issuing addenda to the contract documents; reviewing contractors' bids and recommending award of contract to successful contractors; preparing requisition for contract payment, setting up and facilitating pre-construction meetings with contractors and in-house employees.

Supervise assigned in-house employees, architectural and/or engineering firms. Work closely with District faculty, staff and administrators to develop and implement schedules of work for District facilities management employees and contractors. On assigned projects, direct the work of contractors on modernization, expansion, renovation, and new construction projects in progress. Supervise, monitor and record work in progress, process contract documents, review and recommend approval of contractor invoices for payment. Request contract change orders when needed; issue contract change directives when needed. Coordinate with Facilities Management Maintenance and Operations staff to conduct periodic site inspections during a project’s construction phase to ensure compliance with District’s Facility Design Guidelines. Prepare and process contract close-out documents upon completion of projects. Responsible for timely completion of all assigned projects.

Extensive use of technology to perform job responsibilities such as computer-aided design programs, spreadsheet programs to develop estimates and maintain job cost accounting, project management programs for scheduling, tracking projects, managing resources and managing available project funds.

Promote continued improvement of internal departmental project management operations and processes; utilize the department computerized work management system and utilize pertinent management reports to schedule, evaluate and improve delivery of department services; promote employee training and development programs; administer disciplinary actions if necessary; participate in the development and improvements to the District’s emergency and contingency plans and ensure departmental responsiveness in emergency situations; coordinate with campus operations to provide support services for a wide variety of events, programs, official functions, recreational activities, etc.; perform related duties as assigned.

**QUALIFICATIONS**

**EXPERIENCE**

One year of experience in a lead or supervisory position in a related field. Four years of increasingly responsible experience in construction management, facilities planning, architecture, engineering or a related field (the required lead/supervisory experience may also be used to meet this requirement).

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

**EDUCATION**

A Bachelor's degree from an accredited institution in Construction Management, Architecture, Engineering or related field; **OR,** an Associate degree from an accredited institution in Construction Management, Architecture, Engineering or related field **AND** an additional two years of qualifying experience.

**SPECIAL REQUIREMENTS**

Employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343, including possessing and maintaining a valid California Driver’s License. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. Any offer of employment is contingent upon the successful completion of a pre-employment physical examination.

**KNOWLEDGE OF**

Principles and practices of effective leadership, supervision and training; applicable federal, state and local laws and regulations, such as Labor Code, California Building Code, Mechanical Code, Plumbing Code, National Electric Code, Uniform Fire Code, Americans with Disabilities Act (ADA), California Community Colleges (CCC) Space Utilization Guidelines and California Environmental Quality Act (CEQA); applicable District policies, regulations, collective bargaining agreements, standard operating procedures and objectives of assigned programs; current industry practices; sustainable systems, materials, equipment and practices; extensive knowledge and background in construction, facilities planning and maintenance, engineering and architecture; recordkeeping techniques in a complex business environment; modern office practices, procedures and equipment.

**ABILITY TO**

Perform the essential functions of the position; supervise and prioritize the work of assigned areas of responsibility; select, train and evaluate employees; accurately apply and explain laws, regulations and policies; identify, implement, and maintain sustainable systems, materials, equipment, and practices; manage the design and construction phases; analyze situations appropriately, develop courses of action to resolve problems, and implement solutions; meet schedules and timelines; prepare clear, complete and concise reports; maintain accurate and organized records; communicate information and give instructions clearly, concisely and logically to others; prepare and deliver presentations; utilize current technology to effectively perform responsibilities; establish and maintain cooperative and effective working relationships with others; use interpersonal skills such as tact, patience and courtesy; work cooperatively with the public, students and employees; exercise initiative and sound judgment; work well in a group setting as well as independently with little direction or guidance; exercise discretion and confidentiality; work flexible schedule when needed.

Collaborate and foster inclusion in a diverse organization.

Have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of individuals.

**PHYSICAL AND ENVIRONMENTAL FACTORS:**

Ability to move about freely at construction sites; climb ladders; maneuver through tight and cramped spaces (i.e. trenches, crawl spaces, electrical and mechanical vaults, etc.).