

FACILITIES PROJECTS SUPERVISOR

DEFINITION

Under the general direction of the Director of Planning and Construction, act as team leader/supervisor for assigned Facilities Projects Specialist to provide architectural, engineering and planning expertise; manage and coordinate all assigned modernization, expansion, renovation, and new construction projects for District facilities including architectural, structural, mechanical, electrical and signal systems. This position is distinguished from the Facilities Projects Specialist by the increased amount of responsibility, leadership and discretion exercised, expertise demonstrated, and complexity and scope of work performed.

TYPICAL DUTIES

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. Insure 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. Make recommendations as to whether proposed work should be done with in-house forces or contract.

Provide leadership, direction and training to Facilities Projects Specialists and CADD Technicians. Assigns and monitors staff assignments and projects.

On more complex projects acts as project coordinator: Assist in the coordinating the selection of consultants for architectural, engineering, construction management, testing, inspection and other construction related services. Oversee and coordinate the work of multiple specialty consultants providing support services to include, but not limited to: constructability reviews, cost estimating, weatherproofing, construction schedule analysis, etc., on own projects and on projects assigned to designated in-house staff. Review the work of assigned in-house staff for contract documents including complete drawings, bidding documents, contracts, general conditions and specifications. When assigned to a project as the project manager, upon approval and funding of proposed projects, coordinates the preparation of all contract documents including complete drawings, bidding documents, contracts, general conditions and specifications. Work closely with the District's Purchasing Department during the bidding process and assists 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 walk thru's with bidders; developing and issuing addenda to the contract documents; reviewing contractors' bids and recommending award of contract to successful contractors; collecting proper signatures on contracts, contract bonds and certificates of insurance and forward to the District Office; preparing requisition for contract payment, setting up and facilitating pre-construction meetings with contractors and in-house forces.

Supervise assigned in-house staff, architectural and/or engineering firms. Assist in preparing project budgets. Manage project budgets during all project phases. Work closely with District faculty, staff and administrators to develop and implement schedules of work for District forces 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. Prepare and process contract close-out documents upon completion of projects. Responsible for timely completion of all assigned projects. Supervise and direct the personnel activities of assigned facilities staff including all aspects of recruitment, hiring, evaluating, monitoring and employee discipline.

Coordinate with CEQA consultants in the preparation of environmental impact reports and negative declarations related to construction projects.

On projects assigned to designated in-house staff, periodically observe work in progress and the processing of contract documents. Supervise the preparation and processing of contract close-out documents upon completion of projects.

Coordinate with district telecommunications systems specialists on design, cost estimates and planning of telecommunications and data systems for remodels, renovations and new construction. Coordinate with governmental and utility agencies to comply with environmental and energy conservation mandates, programs and rebates.

Extensive use of computer programs: use of AutoCADD for design and drawing of plans; use of spreadsheet programs to develop estimates and maintain job cost accounting; use of project management programs for scheduling, tracking projects, managing resources and managing available project funds.

QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited institution in Construction Management, Architecture, Engineering or related field, **AND** four (4) years experience in construction management, facilities planning, engineering, architecture or related field; **OR** an Associate degree from an accredited institution in Construction Management, Architecture, Engineering or related field, **AND** six (6) years of experience in construction management, facilities planning, engineering, architecture or related field.

SPECIAL REQUIREMENTS

Possess and maintain a valid California Driver's License in compliance with Los Rios Board Regulation R-8343; employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. Willingness to monitor projects on other than regular working hours. Any offer of employment is contingent upon the successful completion of a medical evaluation.

KNOWLEDGE AND ABILITIES: Ability to perform the basic functions of the position; extensive knowledge and background in construction, facilities planning and maintenance, engineering and architecture. Knowledge of all applicable codes, laws and regulations. Ability to manage the design and constructions phases; provide clear direction; and provide supervision and management on multiple complex projects. Ability to communicate effectively both orally and in writing. Ability to supervise assigned staff and assist with staff development activities.

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.).