



El Camino College

Director of Facilities, Planning, & Services



KEY ROLES/RESPONSIBILITIES

Under the direction of the Vice President of Administrative Services or designee, exercise direct leadership of the areas assigned providing functional supervision over assigned positions. Implement the department's vision by developing and implementing goals and objectives; plan, organize, control, and direct the construction, maintenance, and operation of the District's facilities, grounds, utilities, and energy management. Oversee capital projects, ensure compliance with relevant environmental and safety laws, and coordinate work activities between departments, District managers, department heads, contractors, and other campus groups. Supervise and evaluate the performance of assigned personnel.

MISSION STATEMENT

El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.

ABOUT EL CAMINO COLLEGE

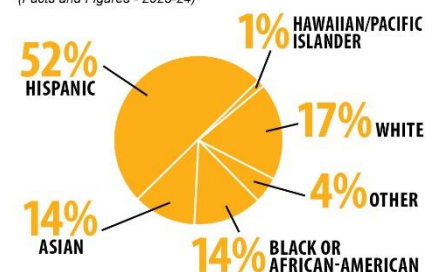
El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs.

Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually. With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide.

STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



DIRECTOR OF FACILITIES, PLANNING, & SERVICES

Division: Facilities, Planning, & Services

Posting Closing Date: 04/23/25

Req: C2425-015

Position Type: Classified Administrator

REPRESENTATIVE DUTIES

The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

For a full listing of duties and work expectations, please refer to the job description located at:

[Job Description](#)

1. Plan, organize, control, and direct the construction, maintenance, operation, and energy management of District structures, grounds, and utilities. Ensure operations are integrated, compliant, and streamlined to provide excellent customer service and necessary staffing. Ensure that all services provided are prompt, efficient, and lead to a seamless experience for the people served.
2. Develop and implement policies and procedures to comply with environmental laws, building codes, safety regulations, and sustainability efforts. Collaborate with the Office of Workplace Safety and Risk Management to properly dispose of hazardous and nonhazardous waste.
3. Provide leadership, supervision, and training to the Facilities Management Team, including budget administration, project management, employee relations, and negotiations, and team building.
4. Coordinate capital project activities, including the selection and oversight of architects, engineers, consultants, contractors, and other campus groups for construction and maintenance projects using both oral and written communications. Ensure compliance with relevant building codes. Review and inspect work carried out by contractors to ensure compliance with standards and resolve deficiencies as needed.
5. Manage energy conservation programs. Develop strategies for optimizing energy use in classrooms, meeting rooms, and public spaces.
6. Establish and oversee a comprehensive preventative maintenance program for District facilities, including HVAC system, utility distribution systems, and other critical infrastructure to ensure reliability, efficiency, and safety. Collaborate with Campus Police to ensure optimal operation of building and fire alarms.
7. Evaluate and determine needs for construction or maintenance of District structures and grounds. Conduct surveys, make inspections, receive requests, and communicate with others to determine needs.
8. Determine priorities and level of quality by considering function, safety, health, criticality, and resources available. Determine required resources necessary to accomplish work by estimating and use of time standards; assign work to appropriate internal units or contracting with external companies. Prepare written contracts, work orders, and other documents.
9. Ensure compliance with local, state, and federal regulations regarding public works projects. Stay up-to-date on compliance regulations related to safety and hazardous materials in coordination with the Director of Workplace Safety & Risk Management.

10. Prepare and submit reports and compliance documents to the California Community College Chancellor's Office and other regulatory bodies as required.
11. Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files, related to assigned activities and personnel. Develop and prepare annual budgets for utilities, grounds, operations, and maintenance. Analyze and review budgetary and financial data. Control and authorize expenditures in accordance with established limitations.
12. Operate a computer and other office equipment as assigned. Operate various equipment and tools used in assigned areas.

ORGANIZATION MANAGEMENT

1. Maintain up-to-date knowledge of the regulations, policies, requirements, and eligibility criteria for assigned programs and ensure compliance with the College's policies, procedures, and practices.
2. Develop and maintain automated work order systems for facilities management, including tracking and reporting on maintenance activities. Strengthen processes and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Implement priorities in conjunction with the College's comprehensive planning and budgeting guidelines. Implement structures that maximize utilization of resources and ensures effective and efficient delivery of services.
3. Train, supervise, motivate, and evaluate the performance of assigned staff; recommend transfers, reassignment, termination, and disciplinary actions as needed; delegate and review assignments; evaluate work products and results, implement appropriate procedures to accommodate need for information and assistance; establish and monitor timelines and prioritize work. Monitor employee performance on a regular basis and provide coaching for performance improvement and/or development as needed. Anticipate, prevent, and resolve conflicts under areas of supervision.
4. Implement plans for efficient and appropriate use and security of assigned facilities; ensure compliance with health and safety regulations in consultation with the Office of Workplace Safety & Risk Management. Assure a safe campus environment for students, faculty, staff, and visitors through collaboration with the Campus Safety and Security Consultation Committee. Ensure compliance with the District's Injury and Illness Prevention Program.
5. Work with Information Technology personnel on a continual basis to enhance and improve relevant computer systems. Learn and apply emerging technologies to perform duties and provide services in an efficient, organized, and a timely manner. Work to modernize infrastructure and technological resources to facilitate a positive learning and working environment and promote student success.
6. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree in engineering, business administration, construction management, or related fields.

Experience: Five (5) years of increasingly responsible facilities experience in a large organization with oversight over operations, construction projects, maintenance, grounds, and custodial areas. At least two years of supervisory experience.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license.

(Note that for travel reimbursements, a valid California driver's license and successful completion of the District's Defensive Driver Training program is required.)

DESIRED QUALIFICATIONS

Desirable Experience: Experience working in a California Community College. Work in a supervisory capacity involving project management, planning, preparing project cost estimates, budget oversight and development, and leading and managing facilities staff in a unionized environment.

Knowledge/Areas of Expertise:

- Effective planning, organization, and direction of facilities management responsibilities.
- Proficient knowledge of federal, state, and institutional regulations governing facilities operations, programs, and services, including applicable building codes, OSHA safety mandates, rules, and environmental regulations; state, local, and federal laws, regulations, codes, and requirements; and College policies.
- Comprehensive knowledge of the principles of facilities maintenance, including effective energy management and conservation methods.
- Proficient knowledge of effective document and drawing management methods and practices.
- Comprehensive knowledge of effective custodial and maintenance methods and practices.
- Extensive knowledge of industry building standards and regulations for facilities maintenance.
- Effective and compliant procedures for warehousing, material handling, inventory control, and delivery.
- Comprehensive knowledge of documentation standards and procedures, including public contract administration.
- Proficient level expertise in capital project cost estimating processes and ability to develop accurate conceptual cost projections.

Abilities/Skills:

- Effectively plan, organize, control, and direct the maintenance and operations of the College's facilities. Develop, implement, direct, and evaluate effective facilities management services, activities, and projects. Develop and administer effective preventive maintenance programs.
- Effectively organize multiple projects and carry out required project details on a timely basis to implement successful outcomes. Accurately estimate labor, material, and equipment costs.
- Effectively evaluate facilities management needs and assist in making recommendations to aid in the achievement of the College's goals and objectives.
- Effectively plan, organize, and direct the work of consultants and contractors and monitor for assurance of conformance to contract requirements.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully.

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Combined indoor and outdoor work setting. Duties are typically performed in an office environment while sitting at a desk or computer workstation, with frequent visits to outdoor work sites having exposure to unpleasant fumes, dust, and odors. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. At least minimal environmental controls to assure health and comfort. Frequently involves working non-standard, evening, and weekend hours, often under unpleasant conditions.

Physical Demands

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands, wrists, and fingers to operate an electronic keyboard or other office machines, bend at the waist, kneel, or crouch to observe work, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

CLOSING DATE: WEDNESDAY, APRIL 23, 2025 at 3:00 P.M.

SALARY: Starting salary is \$169,614 annually.

Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$196,626 annually).

Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

CONDITIONS OF EMPLOYMENT

This position is designated as a full-time, twelve-month classified administrator position. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. Work schedule may include weekends, evenings, and/or holidays based on business needs. During the winter recess, all management positions are required to charge three (3) days of accrued vacation between the Christmas and New Year holidays.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](http://maxient.com)

INTERVIEW EXPENSES

Individuals identified for FINAL interviews are eligible to have expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Finalists must complete and submit a W-9 Form and Human Resource's "Interview Expense Reimbursement Form" and include appropriate support documentation to receive the allowable reimbursement amount.

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely.

Retirement

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE PDF** document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

IMPORTANT NOTE: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. ***You may check the status of your application online.***

If you need assistance, you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

El Camino College

HR Service Partner

Robert Swain

310-660-3593, Ext. 3473

rswain@elcamino.edu

16007 Crenshaw Boulevard

Torrance, CA 90506

JEANNE CLERY ACT COMPLIANT

In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an [Annual Security Report](#) and all required statistical data. This publication includes Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the [Police Department](#) and in select locations on campus. Upon request, the Campus Police Department can provide paper copies of this publication. Contact them at 310-660-3100.

EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.