



El Camino College

Executive Director of Facilities Planning, Operations & Construction



KEY ROLES/RESPONSIBILITIES

Under direction of the Vice President of Administrative Services or assigned administrator, the Executive Director provides strategic leadership and professional oversight for all District facilities and facility-related operations. This includes capital planning, design, and development; capital projects and other construction; general maintenance; energy management; custodial services; campus grounds; and other related campus services. Environmental and safety programs are implemented and monitored in collaboration with the Office of Workplace Safety & Risk Management and Campus Police.

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.

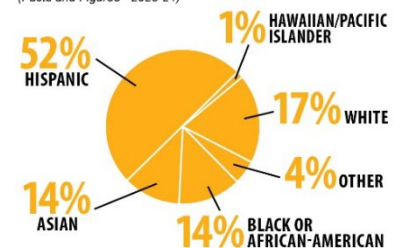
As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, 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.

MISSION STATEMENT

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

STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



EXECUTIVE DIRECTOR OF FACILITIES PLANNING, OPERATIONS & CONSTRUCTION

Division: Facilities Planning, & Services

Posting Closing Date: 11/07/2025

Req: C2526-017

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. Lead, supervise, and train Facilities management to ensure technical competencies are up-to-date and relevant (i.e., relevant knowledge in HVAC systems, plumbing, carpentry, electrical wiring, janitorial services, landscaping, locking systems, etc.) Ensure that direct reports are skilled in project management, budget administration, employee relations, and team building. Ensure Facilities management uphold compliance with all applicable codes and regulations including State Education Code, building codes, OSHA, AHERA, and ADA laws.
2. Manage and participate in the department's annual budget development process. Forecast additional funds needed for staffing, equipment, materials, and supplies based on historical trends and appropriately sourced data.
3. Monitor and approve expenditures. Implement budget adjustments as needed.
4. Ensure facilities-related online databases (internal and external) are maintained and updated.
5. Chair the Facilities Steering Committee. Develop and oversee District-wide conservation programs and sustainability initiatives in consultation with the Facilities Steering Committee. Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.
6. Assist in resolving staff, faculty, and/or student problems within or forwarded to Facilities. Provide guidance, feedback, and follow-up to resolve problems and build a cohesive campus community.
7. Promote an effective work environment that supports high performance teamwork, continuous improvement, and ongoing sustainability of college resources. Develop and enforce District standards for energy efficiency, sustainability goals, and performance measurements.
8. Represent the Facilities department at various campus meetings. Provide informational updates and presentations to the Board of Trustees, Citizens' Bond Oversight Committee, and other external stakeholders. Explain and interpret departmental programs, policies, and activities, as needed.

9. Conduct a variety of analytical and operational studies regarding departmental and programmatic activities. Prepare comprehensive technical records and reports. Identify alternative solutions and propose recommendations that are data informed.
10. Collaborate with Campus Police and the Office of Workplace Safety & Risk Management to implement District-wide programs related to emergency preparedness and safety and disaster response efforts.

ORGANIZATION MANAGEMENT

1. Maintain up-to-date knowledge of the regulations, policies, and requirements for facilities, operations, and construction initiatives ensure compliance with the College's policies, procedures, and practices.
2. Strengthen department processes and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Establish and implement priorities in conjunction with the College's comprehensive planning and budgeting guidelines. Implement a departmental structure that maximizes utilization of resources and ensures effective and efficient delivery of services.
3. Select, train, supervise, motivate, and evaluate the performance of assigned managerial, professional, operational, technical, and support personnel; recommend transfers, reassignment, termination, and disciplinary actions as needed; delegate and review assignments and projects; evaluate work products and results; establish and monitor timelines and prioritize work. Monitor employee performance on a regular basis and provide coaching for performance improvement or development as needed. Anticipate, prevent, and resolve conflicts under areas of supervision.
4. Plan for and implement plans for efficient and appropriate use and security of facilities; ensure compliance with health and safety regulations.
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 timely manner. Work to modernize facilities infrastructure and technological resources to facilitate a positive working environment.
6. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree in business management, engineering, architecture, construction management, facilities management, or related field.

Experience: Management level work experience in: leadership, technical knowledge, communication, interpersonal skills, accounting, budgeting, finance, labor relations, staff supervision, construction, facilities management, procurement, working with OSHA/ AHERA/ADA codes and regulations, program development, and project management.

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 Education: Master's degree or possession of a General Contractor's License or nationally recognized Facilities/Construction Management Certification.

Desirable Experience: Previous experience in an educational setting with responsibility for facilities planning, maintenance, or construction management. Experienced in crisis management, negotiations, and team building.

Knowledge/Areas of Expertise:

- Uniform Building Code (UBC), California Building Code, California Occupational Safety and Health Act (CalOSHA), California Public Contracts Code, Americans with Disabilities Act (ADA), and other related laws and regulations.
- State of California Capital Outlay and the Deferred Maintenance Programs for Community Colleges.
- California Public Contracts Code and Education Code.
- Division of State Architect protocols, procedures, and requirements.
- LEED certification process.
- California Environmental Quality Act (CEQA) process and requirements.
- Comprehension of strategic planning for capital projects, long- and short-range maintenance projects, and related safety/environmental requirements including appropriate budgeting, inventory, and staffing levels.
- Knowledge of public works and contracting procedures and related regulations.
- Understanding of AutoCAD, BIM, ERP systems, project management software, databases, and standard office computer applications.
- Familiarity with Critical Path Scheduling (CPM) methodologies and principles.
- Expertise in developing and evaluating CPM schedules utilizing MS Project, Primavera tools, or other related software.
- Knowledge of and experience with a variety of capital project delivery methods including Design-Bid-Build, Design Build, Lease-Lease-Back, CM At-Risk, etc.
- Expertise in capital project cost estimating processes and conceptual costs.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Understand and practice the principles of administration and supervision.

Abilities/Skills:

- Effectively and accurately read, interpret, and follow Collective Bargaining Agreements.
- Skilled in directing, coordinating, supervising, and evaluating the work of others.
- Skilled in computer data entry, modification, and data retrieval.
- Skilled in researching and compiling statistical, financial, and other data for reports.
- Ability to effectively communicate in-person, over the phone, and in writing with people at all levels within the organization.
- Ability to communicate respectfully and effectively with people of diverse cultures and language groups, and with people who have disabilities.
- Ability to visually inspect facilities, operations, and construction sites.
- Ability to multi-task.
- Ability to conduct comparison and analysis of detailed reports and complex data.
- Ability to drive a motor vehicle. Observe legal and defensive driving practices when

- operating a motor vehicle on campus or on official business.
- Ability to negotiate and apply sound reasoning.
- Requires attention to detail.
- Evidence in implementing diversity, inclusivity, and equity in the workplace.
- Respond to email in a timely manner.
- Work cooperatively with others.
- Analyze situations accurately and adopt effective courses of action.

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

Standard office setting and at facilities construction sites and remodeling sites. Duties are performed partially in an office environment while sitting at a desk or computer workstation and partially in active construction zones requiring health and safety precautions and the use of personal protective equipment. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, fast-paced environment, and demanding timelines. Frequently involves working non-standard, evening, and weekend hours.

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 and fingers to operate an electronic keyboard or other office machines, 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: FRIDAY, NOVEMBER 7, 2025 at 3:00 P.M.

SALARY: Starting salary is \$206,532 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 (\$239,472 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. Classified Administrators are employed on an initial one-year contract stating terms and conditions of employment. Contracts are subject to renewal and board approval to confirm continued employment.

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. Administrators may work all or

a portion of the workdays that fall between December 25 and January 1. Administrators may also use their accrued vacation days to cover all or a portion of the workdays that fall between December 25 and January 1.

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
Pamela Jones
310-660-3593, Ext. 3478
pjones@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

JEANNE CLERY CAMPUS SAFETY ACT

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.