



EL CAMINO COLLEGE

EXECUTIVE DIRECTOR OF FACILITIES PLANNING, OPERATIONS, AND CONSTRUCTION

Classification: Classified Administrator
Salary Range: 22

Retirement Type: PERS*
Board Approval: September 12, 2025

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.

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the assigned unit, department, and division; lead by example; actively participate in and support College-wide shared governance components and activities and other collaborative processes; encourage professional excellence among assigned staff; and promote, foster, and facilitate an organizational culture of customer service, teamwork, and innovation.

SUPERVISION RECEIVED and EXERCISED

- Receive general direction from the Vice President of Administrative Services or assigned administrator.
- Supervise, motivate, and evaluate the performance of assigned staff, interview and select employees; recommend promotions, transfers, reassignment, termination, and disciplinary actions to the assigned reporting level.
- Review and recommend staffing patterns, approve goals and performance objectives for personnel.
- Provide consistent direction in administering the collective bargaining agreements with faculty and classified employees; understand and interpret agreements for faculty and staff as directed.
- Foster a culture of sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, ethnic backgrounds and disabilities of community college students, faculty, and staff.

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.

I. LEADERSHIP

1. Lead, direct, and manage the planning, development, organization, scheduling, direction, performance, and evaluation of facilities-related programs and services. Articulate a clear vision for the department. Lead and manage change within assigned departments.
2. Actively participate in long-range planning, program review, and resource development activities. Promote transparency within facilities, operations, and construction.
3. Participate actively in the life of the College, including operational processes and initiatives, by serving on or leading College committees, workgroups, task forces, and councils as assigned.
4. Provide vision, leadership, and advocacy to enhance innovation and participation in issues related to facilities, operations, and construction to ensure ongoing sustainability of the College.
5. Demonstrate full accountability for effective and efficient utilization of resources. Control and authorize expenditures in accordance with established guidelines. Measure and assess outcomes. Identify opportunities for improvement within facilities, operations, and construction. Implement actions to strengthen services to students and the campus community.
6. Support and promote College initiatives including Diversity, Equity, Inclusion, Accessibility, and Anti-racism.
7. Serve as Campus Security Authority (CSA) for Clery Act reporting requirements. Maintain up-to-date certification for CSA status.

II. FUNCTIONAL RESPONSIBILITIES: College Level

1. Provide effective leadership over all aspects related to scheduled maintenance, bonds, budget preparation, budget tracking, and expenditure reports. Oversee state-sponsored scheduled maintenance and special repairs.
2. Oversee bond projects. Manage campus construction activities and other short- and long-range property development projects. Ensure project scopes, schedules, and budgets are met through the supervision of bond program staff, construction managers, project managers, and consultants. Monitor the work of architects, engineers, inspectors, and contractors to ensure adherence to standards, cost controls, and timelines.
3. Develop and implement District standard operating procedures for capital project planning and delivery. Ensure compliance with District Design Standards, quality control, collective bargaining agreements, and other related policies or procedures.
4. Develop and implement the District's Five-Year Scheduled Maintenance Plan, Five-Year Construction Plan, and Space Inventory. Develop and maintain preventive and deferred

maintenance programs for mechanical, electrical, and utility systems, as needed. Provide technical expertise and recommendations.

5. Serve as the senior District representative to the State Chancellor's Office on state-sponsored maintenance and repair programs. Submit capital project proposals to the State Chancellor's Office within deadlines.
6. Develop short- and long-range hazardous substance strategic plans and campus-wide barrier-removal programs/initiatives in collaboration with the Director Workplace Safety & Risk Management.
7. Develop short- and long-range strategic plans for building maintenance, complex repairs, and renovation projects. Plan, organize, and direct regular campus-wide inspections for proper cleaning levels, maintenance, and repair of facilities including buildings, grounds, pools, and athletic areas. Monitor and improve the delivery of facility services throughout the campus.
8. Participate in grievances, disciplinary meetings, legal matters, and other employment related activities within areas assigned. Be alert for and effectively manage trouble spots in assigned service areas.
9. Provide timely operational, technical, and functional information to the Vice President and other College administrators. Interpret routine policies and regulations and recommend appropriate courses of action in unusual and complex circumstances. Demonstrate effective stewardship through continuous monitoring and reporting of resource needs, deployment, and utilization.
10. Ensure that all facilities-related programs, projects, services, and initiatives demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, linguistic, racial, ethnic backgrounds and disabilities of community college students, faculty, and staff.
11. Demonstrate sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of students.

FUNCTIONAL RESPONSIBILITIES: Job Level

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.

III. RELATIONSHIPS

1. Develop and enhance positive working relationships and partnerships with external stakeholders, vendors, public agencies, and businesses to respond to the needs of the surrounding community.
2. Exchange information and coordinate activities with management personnel within Facilities, Administrative Services, and across the College to foster and facilitate a seamless student experience and increase student success.
3. Work cooperatively and communicate effectively with administrators, staff, consultants, external vendors, contractors, other institutions, and regulatory agencies to coordinate and implement assigned programs and activities and provide information to others.
4. Participate in a variety of meetings and task forces related to strategic planning, budget development, and other activities; work to resolve facilities-related issues through collegial consultation, shared governance processes, and appropriate advisory committee meetings. Chair committees as assigned.
5. Maintain and encourage effective communication with direct and indirect reports by holding regular department meetings. Provide timely information to direct and indirect

reports about issues and plans affecting Facilities, Administrative Services, or the college as a whole.

6. Network with professional colleagues inside and outside of the College. Attend workshops and professional conferences to stay informed of new developments and technologies; serve on a variety of campus, community, and state committees; meet with representatives of business, industry, and local government as appropriate.
7. Participate as an active member of the Area Vice President's management team, as needed.

IV. ORGANIZATION MANAGEMENT

1. Maintain up-to-date knowledge of the regulations, policies, and requirements for facilities, operations, and construction initiatives and 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.)

DESIRABLE 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: *College Level*

- Effective fiscal management strategies, including understanding of budget concepts, principles, and practices, and effective budget administration and control.
- Effective financial reporting and record keeping.
- Appropriate risk management strategies, safety precautions, and procedures.
- Effective methods for conflict resolution and crisis management.
- Effective change management principles and practices.
- Evaluation and statistical methodology for preparation of statistical research and reports.
- Effective needs assessment methods and project management practices. Effective data management, record-keeping, and reporting techniques. Understanding of key performance indicators, goals, and measurable objectives and how to implement them.
- Effective leadership, administration, organizational planning, supervision, training, and analysis techniques applied to the assigned administrative area. Comprehensive understanding of the principles and practices of effective supervision, training, motivation, and performance evaluation.
- Technological advancements and their application to the assigned areas of responsibility.

Knowledge/Areas of Expertise: *Job Level*

- 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: College Level

- Represent the College in a manner that reflects a positive image of services and support provided.
- Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college students, faculty, and staff. Relate effectively to people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain cooperative and effective working relationships with a wide diversity of students, faculty, staff, and community members in an atmosphere of collegial decision-making and consensus-building. Work effectively and collaboratively in a diverse college environment, as well as within a community college system.
- Listen effectively. Work effectively with others to build consensus and gain cooperation through discussion and persuasion to achieve common goals.
- Work independently with limited administrative oversight and direction. Adhere to ethical principles and practices, consistently exercise good judgment, and make effective decisions. Demonstrate flexibility and creativity in accomplishing work and resolving problems.
- Maintain confidentiality and act with discretion. Maintain the security of confidential materials.
- Utilize effective planning and organizational skills. Analyze problems, identify alternative solutions, anticipate consequences of proposed actions, and implement effective solutions in support of goals.
- Read, understand, interpret, and apply technical and legal information effectively. Analyze, interpret, communicate, and enforce applicable federal, state, and local laws, regulations, rules, policies, administrative data, and related materials. Interpret, apply, and explain rules, regulations, policies, and procedures in a variety of procedural situations for areas assigned.
- Collect, compile, and analyze data. Prepare comprehensive narrative and statistical reports. Direct the maintenance of a variety of reports and files related to assigned activities. Prepare and maintain accurate and detailed records and reports related to the area supervised. Prepare analytical reports, proposals and other written plans for the College, Board of Trustees, Chancellor's Office, and other outside agencies as assigned. Assist in related research and evaluation activities as required.
- Plan, organize, coordinate, and direct work to maximize efficiency and effectiveness. Prepare work plans, implement schedules, and consistently meet reporting timelines. Effectively delegate authority and responsibility. Provide leadership, guidance and assistance to the functional and operational areas within assigned Department.
- Work effectively within a unionized environment.

Abilities/Skills: Job Level

- 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.

** Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.*