

Executive Director for Facilities and Operations

Bakersfield College

Kern Community College District

JOB DESCRIPTION

Definition

Under administrative direction of the Vice President, Finance and Administrative Services, the Executive Director for Facilities and Operations provides professional direction and strategic leadership for all campus capital planning activities, facilities and project design and development, construction, maintenance, environmental, safety, energy management and conservation, custodial, grounds, and related operations at Bakersfield College's 154-acre Panorama campus and over 100 acres at additional sites throughout Kern County.

This executive management position is the primary administrator responsible for the college's planning and oversight of \$415 million in bond funding for capital projects in alignment with the Educational Master Plan. The Executive Director is responsible for leveraging multiple funding sources to maximize capital, prioritize sustainable infrastructure development, and reduce energy use to support the college's long-range operation.

In addition, the position is responsible for the management of the direction of the auxiliary services that include scheduling and events, shipping and receiving, mailroom, and printshop departments.

Examples of Duties

1. Provide leadership in the strategic oversight and implementation of all short- and long-range facilities planning efforts for the college to optimize educational programming and resources as aligned with the college's Educational Master Plan.
2. Lead planning, design, and construction of campus capital projects that are functional, sustainable, well-designed, cost effective, and efficient from design through construction, including project development, design, approval, construction, and closeout.
3. Procure bids and serve as the primary point of contact to architects, engineers, project and construction managers, inspectors, and construction companies

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contracting work with the college.

4. Plan, organize, and direct activities and operations involved in inspection, cleaning, maintenance and repair of all College buildings, grounds, outdoor, pool and athletic facilities; develop and monitor ongoing Preventative and Deferred Maintenance Programs for all major mechanical and electrical systems of the college, as well as for grounds, the swimming pool, buildings, athletics facilities, and other areas as required; oversee the collection and disposal of waste materials.
5. Lead efforts to expand Bakersfield College sites into rural communities and additional service areas, including primary responsibility for all facilities and operations at the 51-acre campus at the Delano-Timmons location and new 31-acre campus in Arvin, as well as classrooms at the Weill Institute and BC SouthWest sites.
6. Coordinate with other departments to ensure maintenance, construction, and operations do not interfere with student learning and support. Serve on the President's Cabinet and Administration Council to support the college's mission of student learning and achievement.
7. Communicate with the executive leadership team to evaluate growth and needs related to classroom, office, and public space.
8. Develop and administer financial plans and controls for facilities and operations departments; conduct forecasting planning and feasibility analyses.
9. Leads installation, maintenance, and repair projects in electrical work, plumbing, carpentry, HVAC, and painting; oversee the troubleshooting, diagnosis, and repair of equipment; and assure preventive maintenance and proper replacement of equipment, parts and components.
10. Establish and maintain periodic inspection program of buildings and facilities to assure compliance with applicable fire, safety, security, and sanitary codes and regulations.
11. Design, layout, and maintain a building keying system of all campus buildings and maintain a current master keying record on all keys issued.
12. Manage day-to-day operations of all facilities, including prioritization, processing, and assignment of work orders to ensure completion. Research and recommend purchase of equipment and materials necessary for college operations.
13. Direct preventive and corrective maintenance, sustainability, energy management, and the life cycle of construction; assure that work complies with applicable codes, standards, and assures accessibility of all facilities.

14. Select, supervise, train, and evaluate the work of assigned personnel; plan, direct, coordinate and review the work plan for all departmental activities and staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; wwork with staff to identify and resolve problems.
15. Chair the Facilities & Sustainability Committee; serve on additional committees as needed; prepare and present staff reports and other necessary correspondence.
16. Attend and participate in professional group meetings; maintain awareness of new trends in building construction and maintenance; recommend and incorporate new developments as appropriate.
17. Respond to and resolve difficult and sensstivie inquiries and complaints.
18. Perform other related activities as required.

Minimum Qualifications

- Bachelor's Degree, preferably with emphasis in civil or mechanical engineering or equivalent experience **AND** six years of increasingly responsible experience that clearly demonstrates successful experience involving large scale strategic facilities planning.

PREFERRED QUALIFICATIONS: Master's degree in a related field of study from an accredited institution.

Knowledge and Abilities

Knowledge of:

- Mission of the California Community Colleges and community college programs.
- Operations, services, and activities of a comprehensive plant operations, facilities planning, and facilities maintenance program.
- Principles and practices of structure design, code compliance, accessibility, and construction project management.
- State of California Capital Outlay and Scheduled Maintenance Programs for Community Colleges and Division of State Architects processes.
- Appropriate, efficient, and cost-effective procedures in facilities planning and operations at a large institution
- Current practices in preventative maintenance, deferred maintenance, and energy management and conservation.

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- Principles and practices of budget development and administration.
- Operations and activities involved in a comprehensive facilities maintenance program.
- Pertinent federal, state, and local laws, codes, and regulations, including applicable sections of the State Education Code, Public Works Code, Public Contracts Code, and health and safety regulations.
- Legal and practical regulations of project design, bidding, management, and close-out of construction contracts.
- Principles of supervision, training, and performance evaluation.

Ability to:

- Plan, manage, direct, and provide effective leadership for the various components and functions of a comprehensive facilities, operations, and facilities planning program.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Develop and implement programs to meet the District's facilities, operations, and facilities planning goals and objectives.
- Effectively plan, organize, direct, and coordinate the work of lower level staff.
- Provide direction to administrators on facilities, operations, and facilities planning goals and objectives.
- Interpret and apply applicable federal, state, and District policies, laws and regulations.
- Formulate policy and procedures.
- Prepare and present comprehensive, effective oral and written reports.
- Conduct meetings and serve on committees.
- Prepare and administer large and complex budgets.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of community college students and personnel, including those with physical or learning disabilities..
- Establish and maintain effective working relationships with those contacted in the course of work

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

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Seldom—Less than 25 percent = 1 Often—51-75 percent = 3
 Occasional—25-50 percent = 2 Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
3	Ability to lift 10 pounds.
3	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status Rationale

This is a classified administrator position.

Signatures/Approval

 (Employee's Signature)

 (Date)

 (Supervisor's Signature)

 (Date)