

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Central Services

Associate Director, Facilities, Operations and Construction Management

Job #07-001 (revised)

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for the management position of **Associate Director, Facilities, Operations and Construction Management, Central Services.**

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Reporting to the Director of Facilities and Operations plan, coordinate and supervise district maintenance and construction activities as well as oversee maintenance coordinators, skilled craftsmen and office staff. Design, maintain, and provide continual improvement of a computerized work order and charge back system. Assure compliance with the district's Injury and Illness Prevention Program. Prepare, submit and review construction projects and maintenance cost estimates. Review architectural drawings for errors, omissions and problems, and design changes. Monitor routine and major construction projects, maintain project schedules, and initiate changes. Direct and review architects and other consultants work. Ensure that work complies with building codes, construction and safety laws and regulations. Act as district liaison to architects, engineers and outside contractors. Procure, supervise and coordinate outside contractors. Approve contractor work and authorize payment. Recommend policy, personnel and procedural changes. Inspect buildings and utility distribution systems, identify maintenance and repair requirements, and prepare work requests. Serve as district Plant Services resource staff member to assist in callback of personnel to perform emergency maintenance.

Support, implement, and promote compliance with the District's Diversity Equal Opportunity Plan in all aspects of employment and education and encourage cultural and ethnic diversity in staffing, curriculum, programs, and services. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to staff. Maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training including appropriate training in hazardous materials handling, storage, and disposal and that training is updated as required. Accountable and liable for department or division non-compliance with hazardous materials regulations.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Ten years of progressively responsible experience in maintenance and construction work, at least eight of which must have included supervisory responsibility for the work of journey level work.

PREFERRED QUALIFICATIONS:

1. Bachelor's degree in a related field, or formal education in Construction Management, as evidenced by a certificate or degree from an accredited institution.
2. Knowledge of legal and practical aspects of project design, bidding, management, and "close out" of construction.
3. Knowledge of California Public Contracts Code, Education Code, State of California Capital Outlay and Defend Maintenance Programs for Community College and Office of Regulation Services.
4. Knowledge of budget preparation and administration.

In addition, successful candidates will demonstrate the following knowledge and abilities:

1. Knowledge of the methods, practices, equipment, and supplies used in facility maintenance and construction.
2. Knowledge of the methods of purchasing and contract administration in a community college environment.
3. Knowledge of hazardous material control.
4. Knowledge of generally accepted construction principles and practices as related to public works and school.
5. Knowledge of computer operation and installation requirements.
6. Knowledge of building and safety regulations.
7. Ability to work effectively with diverse students, staff, faculty and administrators individually and as team members.
8. Ability to train, assign, supervise, evaluate and develop staff.
9. Ability to provide effective and innovative leadership in a structured and unionized environment.
10. Ability to prepare and interpret plans and specifications.
11. Ability to manage major construction and renovation projects efficiently.

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In addition, successful candidates will demonstrate the following knowledge and abilities: **(continued)**

12. Ability to estimate costs of maintenance and construction work.
13. Ability to develop long and short-range maintenance plans.
14. Ability to develop and implement strategic planning processes.
15. Ability to determine the need for maintenance and repairs, plan and schedule.
16. Ability to communicate effectively both orally and in writing, including writing complex proposals.

APPLICATION PACKET:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. A cover letter detailing your qualifications, skills and abilities as they relate to the position.
3. A current resume of all work experience, formal education and training.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

Salary Range: \$73,341-\$88,023

Full Salary Range: \$73,341-\$94,310

Annual salary plus benefits; actual placement is non-negotiable and is based on applicant's verified education and experience.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:
<http://hr.fhda.edu/benefits>

TERMS OF EMPLOYMENT: Full-time, Permanent,
12 months per year.

STARTING DATE: As soon as possible upon completion of the search process.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

For more information about our application process contact:
Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: employment@fhda.edu

<http://www.fhda.edu>