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# YUBA COMMUNITY COLLEGE DISTRICT

*Human Resources Development and Personnel Services*

*Building 100A, Room 21*

*2088 North Beale Road, Marysville, CA 95901*

*TTY: (hearing impaired): (530) 634-7760*

*Visit our Web Site at: [www.yccd.edu](http://www.yccd.edu)*

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## MANAGEMENT VACANCY

### CLASSIFIED SUPERVISOR

**POSITION:** DIRECTOR, FACILITIES PLANNING

**DEPARTMENT:** ADMINISTRATION

**FINAL FILING DATE:** WEDNESDAY, NOVEMBER 19, 2008 BY 12:00 NOON. (POSTMARKS ARE NOT ACCEPTED)

**LOCATION:** \*SCHEDULED TO BE ASSIGNED TO: DISTRICT

**SALARY:** \$92,209 - \$107,028/YR. (Range 38, YCMA Management Salary Schedule) (Initial placement will not be higher than the above listed salary, the top step for this position is \$124,392/YR.)

**COMMENCING:** As Soon As Possible

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**BASIC FUNCTION:** Under the direction of the Vice Chancellor, Administrative Services, organize and direct the planning for the District's facility capital outlay program. Included is the preparation of documentation for all Bond related projects and coordination of reports; to include, Space Inventory, Facilities Master Plan, Five-year Construction Plan and initial and final project proposals. Work directly with the District-approved Bond Program Managers. Obtain professional services to support various components of the planning function. Coordinate participation from departments, disciplines, Colleges and the District in the planning process. Provide general direction for the remodeling and renovation of District facilities and grounds including energy, security and fire protection systems; predictive and preventative maintenance programs; and long range facility maintenance and planning programs.

**DISTINGUISHING CHARACTERISTICS:** This is a single incumbent, classified management position that is assigned responsibility for managing, coordinating and implementing all bond funded projects, all capital projects identified in the District's Facility Master Plan, and programs and functions related to the construction, modification, maintenance, and repair of District facilities including; classrooms, laboratories, outreach facilities, athletic areas, offices and child development facilities.

#### REPRESENTATIVE DUTIES:

- Organize, coordinate and direct the implementation of the District's capital outlay projects including projects outlined in the YCCD Facility Master Plan; as well as departmental procedures within District guidelines and processes.(E)
- Provide support for the development of both Bond and District project timelines, bid specifications, drawings and bid packages for contracted work; assist the Purchasing department in preparing and advertising requests for bids; support the review of bids; ensure that contracts and all other documents are completed prior to initiation of a project; monitor and review program management effectiveness, construction contract progress and assure timely completion of a project. (E)
- Recommend and implement special programs and projects as needed to maintain new and remodeled facilities in optimum condition. (E)
- Organize, coordinate and direct a variety of construction, repair, alteration and maintenance projects; review plans, sketches, cost estimates and specifications for projects; review cost estimates submitted by outside contractors to determine what work can be most efficiently performed by District staff; maintain and develop a records system related to building maintenance and preventative and predictive maintenance programs(E)
- Recommend deferred maintenance applications and grant applications related to facilities and the District's Five-year Capital Construction Plan; analyze and evaluate data and prepare recommendations for compliance with the California Environmental Quality Act; evaluate and recommend projects consistent with "green" construction when economically justified. (E)
- Work cooperatively as a member of the management staff to achieve the goals and objectives of the Colleges and the District; promote continued improvement for cost effective operations; prepare Board agenda items and attend Board meetings. (E)
- Work directly with the District's Citizens Bond Oversight Committee. (E)
- Provide leadership consistent with the mission and function of the Colleges and District; delegate and review projects; evaluate work products and results; establish and monitor timelines and prioritize work; responsible for the development and maintenance of an effective work order or work request system; schedule work requests from the College and project assignments to maintenance staff and trades. (E)
- Prepare and administer department budgets for area of responsibility; prepare recommendations and justifications regarding budget requests; authorize expenditures according to District policies and applicable regulations; actively seek State and other funding sources to support new or on-going facility maintenance projects. (E)
- Direct the design, adoption and implementation of the District Resource Management Program to promote the most efficient use of electricity, natural gas and water; conduct periodic audits of energy systems to evaluate program results. (E)
- Assure compliance with established safety regulations and precautions by all construction staff; provide for effective orientation and continuing training to minimize accidents and injuries; responsible for Maintenance & Operation oversight through college-based Maintenance & Operations Directors and Managers. (E)
- Coordinate program activities with individual building construction/renovation committees, District and College programs and personnel, task forces and other work groups; maintain positive public relations with the larger community; attend local agency planning meetings to ensure District involvement in local area planning and development. (E)
- Direct the preparation and maintenance of records, files and documentation related to the District's construction and maintenance functions; prepare and submit written plans, recommendations and proposals regarding assigned functions; make oral presentations to administrators and Board of Trustees as requested. (E)
- Coordinate with College Presidents or designee long range facilities planning, modernization, deferred maintenance programs and meeting daily Maintenance & Operations needs through on-site M&O personnel; serve as interface between the District and the State Chancellor's Office College Facilities Planning and Utilization personnel. (E)
- In conjunction with the College's Education Master Plans, update and maintain an accurate District Facility Master Plan. (E)
- Prepare and submit the annual Five-year Capital Outlay Construction Plan to the State Chancellor's Office. (E)
- Prepare, recommend and submit Initial and Final Project proposals as suggested by the Five-year Capital Outlay Construction Plan; request and apply funds as appropriate. (E)
- Monitor the condition of facilities and plan responses as appropriate; assist in the District's space management and facility needs assessment programs. (E)
- Coordinate the availability of funding resources with identified facility needs and prepare a reasonable timetable that maximizes resources while providing facilities when needed. (E)
- Ensure reports and requests are made to the State Chancellors office as appropriate. (E)
- Coordinate the provision of the facilities with education requirements as outlined in the Educational Master Plan. (E)

#### KNOWLEDGE OF:

- Construction, repair, alteration and maintenance of facilities, classrooms, laboratories, offices, grounds, and athletic/recreational areas
- Management of maintenance and construction for a complex organization with multiple sites
- Plan review and evaluation techniques
- Development of comprehensive deferred and preventive maintenance programs
- Planning and budgeting processes
- Cost/benefit analysis
- Oral and written communication skills

- Purchasing policies and regulations related to major maintenance, construction and repair projects
- District organization, operations and objectives
- Uniform Building Code and other state and federal regulations related to building and safety, architectural requirements, and contracts
- Energy conservation principles and practices
- Generally accepted construction principles and practices as related to public education
- Purchasing, contract administration and management at a community college

**ABILITY TO:**

- Plan, organize, direct, evaluate and implement facilities construction and maintenance programs
- Support long-range planning for facilities repair, maintenance, alteration and construction
- Support the development of and implement a comprehensive deferred and scheduled maintenance program for all District facilities
- Establish and maintain cooperative and effective working relationships with others
- Communicate effectively both orally and in writing
- Prepare, present and interpret factual data and provide conclusions in written, graphic and oral form.
- Read, understand and interpret construction plans, drawings, specifications and engineering data
- Review and evaluate cost estimates and equipment specifications
- Maintain knowledge of technological advancements in the field of facility maintenance
- Direct energy conservation, safety, hazardous materials management and other programs and projects as assigned
- Relate effectively to people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy

**EDUCATION AND EXPERIENCE:** Any combination equivalent to a Bachelor’s degree in Construction Management or related field and ten (10) years of increasingly responsible facility management experience, preferably at a community college or other educational institution.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid Driver’s License

**WORKING CONDITIONS:**

- Indoor and outdoor environment
- Subject to frequent interruptions
- Subject to occasional hazards encountered at construction sites and maintenance shops
- Travel to conduct work

**PHYSICAL ABILITIES:**

- Indoor and outdoor environments
- Reaching
- Stressful conditions (cardiovascular fitness)
- Sitting (occasionally for long periods of time)
- Lift objects weighting up to 35 pounds
- Travel at frequent intervals to conduct work
- Walking
- Cognitive decision making (lack of mental impairment)
- Lifting (overhead, waist level, from floor), carrying, and bending
- Hearing for ordinary conversation in person and on the telephone
- Standing
- Sitting
- Vision (near and far) for reading

**REQUIRED DUTIES:** Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

**\* This position is anticipated to be assigned to the District office but may be assigned temporarily or permanently within the District.**

**IF YOU NEED REASONABLE ACCOMMODATION TO APPLY FOR THIS POSITION, please contact the Personnel Office at (530) 741-6975 OR TTY (530) 634-7760. Leave your name, mailing address, and a daytime telephone number and application materials will be mailed to you.**

**WORKING CONDITIONS:** Categorically funded positions are contingent upon funding. Smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.

**INTERVIEW:** A candidate selected for interview will be required to visit Yuba College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

**FOREIGN TRANSCRIPTS:** Must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service.

**PRE-EMPLOYMENT REQUIREMENTS:** All Academic, Classified and Management employees shall be required to provide fingerprints to the District for the purpose of obtaining a criminal history as authorized by the California Education Code and all fees are the responsibility of the selected candidates.

**EQUAL EMPLOYMENT:** Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.

**PART-TIME** (less than .60 FTE): Part-time positions less than .60 FTE are not entitled to any District paid fringe benefits. The District does however; provide the employee prorated leaves including vacation, sick leave and paid holidays. Employees less than .50 FTE contribute to an Alternative Retirement System (Apple). Employees whose FTE is between .50 and .60 contribute to the California Public Employees Retirement System (CalPERS).

**BENEFITS:** The District provides health, dental, vision and life insurance for employee and dependents for positions whose FTE is .60 or higher. The District and the employee contribute to the Public Employees’ Retirement System, which is integrated with Social Security. **INITIAL PLACEMENT WILL NOT BE HIGHER THAN THE LISTED SALARY, STEP 5 OF THE YCMA SALARY SCHEDULE.**

**APPLICATION PROCEDURE & DEADLINE:** A District Classified application and the Diversity Statement are required. The application is available at the Human Resources Office, 2088 North Beale Road, Building 100A, Room 21, Marysville, CA 95901; OR TTY (530) 634-7760 OR visit our Web Site: www.yccd.edu. It is the responsibility of the applicant to insure that all application materials are received in the Personnel Office by **WEDNESDAY, NOVEMBER 19, 2008 BY 12:00 NOON.**

It is the sole responsibility of the applicant to ensure that all application materials are received by the application deadline date. All submitted materials become District property, will not be returned, will not be copied and will be considered for this opening only. Faxed, emailed or incomplete and/or late applications will not be forwarded for further consideration.

**PLEASE NOTE: OUR OFFICE IS NO LONGER SENDING OUT APPLICATION PACKETS. WE ARE NO LONGER ACCEPTING ANY FAXED NOR EMAILED MATERIALS – (APPLICATIONS, RESUMES, ETC.)**

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