



## Job Classification Description

### **DIRECTOR OF FACILITIES /OC Non-Bargaining Unit**

**Grade 18  
Exempt**

#### **BASIC FUNCTION**

Provide guidance and direction to all of the VSC Campuses in supervising, coordination, and or performing all aspects of project execution, for Construction Management and oversight of all Capital Projects and related budgets. Responsible for all project elements required for bonded capital projects, yearly capital, dorm dining projects and all other capital projects.

#### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Oversee development of criteria, standards, and processes for physical plant and construction management throughout the VSC.
- Convene Physical Plant Directors and other related personnel both internal and external on a semi-monthly scheduled format to discuss and plan projects and processes to meet the facility needs for the system.
- Interpret Board of Trustee and Office of the Chancellor Policies and Procedures. and communicate regularly with all the colleges, other related individuals and groups.
- Play a key role in the development of short and long-term facilities planning including areas of project cost and assessment of projects, maintain cost records, make accurate estimates, logistical planning and prepare reports and recommendations for the Office of the Chancellor and College administrators.
- In collaboration with the VSC Chief Financial Officer and College staff, generate the "Quarterly Capital Projects Status Report", "Monthly Capital Gantt Chart", Bonded Capital Project Budgets and other facility related reports and information.
- Conduct routine/non-routine inspections of VSC roofs, facilities, and plant activities to assess maintenance needs and to ascertain whether the system is in compliance with federal and state regulations including OSHA/VOSHA, Americans with Disabilities Act (ADA), affirmative action, security, fire safety, insurance, sanitation, and other pertinent areas.
- Recommend best practices for risk management and compliance with all VOSHA/OSHA regulations for all VSC locations.

- Assist in the development of proposed capital budgets which include new capital projects, major repairs and/or renovations of VSC facilities/equipment.
- Work with appropriate personnel from federal and state agencies as well as private architects, building inspectors, permit consultants and contractors.
- Develop and implement a comprehensive Contractors Safety Manual and Policies and Procedures Manual for all campus construction projects.
- Manage the development and implementation of all VSC, Amended AIA Contracts.
- Prepare a variety of additional special studies and reports as necessary.
- Serve as VSC representative on system wide, statewide, legislative, and association committees.
- Maintain VSC drawing files.
- Periodically update and implement VSC "Construction Policy and Procedures, and Contractor Safety Manual".
- Perform related duties as required.

### **SUPERVISION EXERCISED**

May supervise support staff.

### **SUPERVISION RECEIVED**

General supervision from the Chief Financial Officer and/or Chancellor.

### **MINIMUM QUALIFICATIONS**

Bachelors degree in Engineering, Design or other appropriate discipline with masters degree desirable, plus eight to ten years of relevant administrative, technical, and supervisory experience in facilities or construction management, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Extensive knowledge of the methods, practices, tools and materials used in building/mechanical maintenance and repair work, plus construction methods, estimating and bid processes.
- Ability to communicate effectively, verbally, and in writing with various audiences especially presentations to the VSC Board of Trustees and Finance Committee.
- Thorough knowledge of heating/ventilation/air conditioning, sprinkler and electrical systems, and roofs.
- Knowledge of state and federal regulations, in the areas of OSHA/ VOSHA, ADA, affirmative action, security, fire safety, insurance, sanitation, and the like.

- Working ability/knowledge of computerized administrative and support systems such as Microsoft “Project”. “AutoCAD Lite” and Primavera “Sure Track”.
- Ability to read and interpret complex blueprints and electronic files.
- Ability to deal effectively with fellow employees, members of the VSC community, members of the Department of State Buildings, architects, contractors, legislators, campus staff, consultants, municipalities and a diverse range of other constituents.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**