

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Director of Facilities Planning & Construction		<i>Adm. Rev. Approved:</i> October 20, 2005
<i>Level:</i> ADM06	<i>FLSA Status:</i> Exempt	

GENERAL DESCRIPTION

Plans and coordinates the district-wide activities, functions and services to ensure quality plans and construction, remodel and renovation of College facilities.

KEY RESPONSIBILITIES

% OF
TIME

1.*	Directs facility planning and reporting, including participation in master plans and budget requests.	5%
2.*	Directs the process of preparation and approval of Educational Plant Surveys, Capital Improvement Programs and Project Priority List for the College.	10%
3.*	Participates in evaluating and selecting architects and contractors; approves architect and contractor pay requests.	5%
4.*	Directs College project document preparations for all Phases of construction, remodeling, and renovation, including review for program and Code compliance.	20%
5.*	Directs the coordination of all construction activities; manages project budgets, construction meetings, inspections; monitors project schedules making corrective recommendations; manages project close-out and coordinates issuance of Certificate of Occupancy.	20%
6.*	Supervises and evaluates departmental employees.	10%
7.*	Plans, coordinates and directs activities for all major District-wide Maintenance Projects and preventative maintenance plans.	10%
8.*	Prepares and manages departmental budgets.	10%
9.*	Acts as liaison with the Office of Educational Facilities of the Department of Education.	5%
10.	Directs the activities required to maintain accurate Facility Inventory and timely submission of required reports to the Department of Education.	5%
11.	Performs other similar and related duties as required.	

* Indicates an "essential" job function.

<i>Class Title:</i> Director of Facilities Planning & Construction	<i>Class Code:</i> A0602	<i>Level:</i> ADM06
KEY JOB REQUIREMENTS		
<i>Education:</i>	Bachelors Degree required; Masters preferred.	
<i>Experience:</i>	5 to 7 years prior related work experience required.	
<i>Planning:</i>	Plans events that are expected to occur in the next one to three months or on a quarterly basis. The primary scope of planning activities in this position affect various areas of the College.	
<i>Impact on Budget:</i>	Recommends departmental operating budgets, can authorize expenditures within approved budget. Capital Budget Responsibilities: Participate in decisions on the budget; can recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.	
<i>Impact of Actions / Decisions:</i>	Major responsibility for making decisions and final recommendations. May affect operations, services, individuals, or activities of various areas of the college.	
<i>Complexity:</i>	Work is non-standard and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, codes, and/or precedents.	
<i>Decision Making:</i>	Establish and review broad objectives relative to basic duties or departmental responsibilities. Independent judgment is required.	
<i>Problem Solving:</i>	Problem solving involves identification and analysis of diverse problems; requires reviewing standard technical manuals and administrative procedures and modifying them for unusual situations.	
<i>Communications with Others:</i>	Regular internal and external contacts required to carry out programs and to explain specialized matters. Also requires contacts with officials at higher levels in the college, state and general public.	
<i>Supervision of Others:</i>	Has responsibility for the supervision of departmental personnel, to include areas of compensation, staff selection, disciplinary action, performance appraisals and similar duties. Plans, assigns and evaluates the work of subordinates for effective operation and results of the unit. Nature of work supervised requires a thorough knowledge of departmental activities.	
<i>Job-Related Knowledge:</i>	Requires knowledge of theories and practices of a professional field, applied at the advanced professional level. Requires extensive knowledge of the profession, working knowledge of related fields, and understands information in several unrelated professional disciplines.	
<i>Innovation/ Creativity:</i>	Work requires developing imaginative and complex methods, procedures, projects or systems.	
<i>Working Conditions/ Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.	