

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### SUPERVISOR, FACILITIES PLANNING

Salary Range 23

#### **BASIC FUNCTION:**

Under the direction of the Executive Director of Facilities Services, performs a range of administrative, planning, clerical and accounting functions in support of the administrator. Plans, supervises, coordinates and implements on-going operations, projects and activities to assure the efficient and effective operations of the Facilities Services organization. The Facilities Planning Supervisor acts as liaison between design professionals, consultants, engineers, vendors and college entities; completes projects independently; exercises functional supervision over classified employees, consultant, temporary and student worker personnel. Performs other related duties as assigned.

#### **REPRESENTATIVE DUTIES:** *E = indicates essential duties of the position*

- Serves as the primary assistant and administrative support to the Executive Director, Facilities Services, in the administration and supervision of District wide facilities, related programs and services. (E)
- Assists in the development and monitoring of the Facilities Services department budget and project budgets including the control of expenditures of funds; budget revisions, transfers and augmentations; reconciliation and balancing of project budget data. (E)
- Prepares, submits and monitors purchase requisitions with required contract documentation including professional service agreements, contract amendments, labor compliance, bid documents, change orders and construction change directives and other required documentation. (E)
- Reviews, assesses, assigns and supervises District facilities alteration and improvement request assignments; coordinates and supervises completion of requests with requestors, facilities staff and vendors; coordinates project and design review meetings with Facilities Services, consultants and college staff. (E)
- Assists planning for district relocations, rearrangements and furnishings requirements; assigns, supervises and coordinates projects with staff, vendors and project consultants. (E)
- Prepares correspondence independently or from verbal instructions; drafts, prepares and edits a wide variety of materials including schedules, charts, reports, forms, surveys and other documents. (E)
- Assists in the preparation of facility planning related documentation and submittal packages, such as Scheduled Maintenance, Space Inventory, Five Year, District Design Standards, EIR/CEQA and Facility Master plans. (E)
- Assists Executive Director for inspection of building areas to evaluate suitability for occupancy. , considering such factors as access, air circulation, lighting, security, location and size; measure facilities to determine total square footage available for occupancy and apply district space standards to optimize capacity/load ratios; compute square footage for stations to determine space parameters for class loads; ensure area layouts meet A.D.A., fire and building code requirements. (E)
- Assists Director on capital outlay project activities. coordinating with District management and Campus Architect, Project Architects, Construction Managers and Planning Consultant on an ongoing basis regarding district space utilization, facilities planning initiatives, district facilities standards, project design issues and construction management requirements including legal bid notices, DSA fee and document tracking, plan check fees, AVAQMD fees. (E)
- Draws basic schematic design layouts showing location of furniture, equipment, doorways, circulation, electrical and voice/data outlets and other facilities. (E)
- Assesses and evaluates condition and utilization of instructional furnishings and provides recommendations based on findings. (E)
- Prepares monthly communications to District executive management and Board of Trustees for the approval of contracts and contract revisions. (E)
- Maintains, organizes and controls filing and record keeping systems including records of a sensitive and confidential nature. (E)

- Assists the Executive Director in the development and updating of department procedure manuals, employee handbooks, departmental and district documentation related to facilities plans, processes, procedures and policies. (E)
- Prepares, submits and executes all Notices of Completion for the District with the Los Angeles County Registrars Office. (E)
- Coordinates closely with all aspects of the Business Services department. on a daily basis including budgeting, accounts payable, contracts and procurement requiring strong knowledge of every aspect of the Business Services department. (E)
- Schedules meetings and appointments for assigned administrator; prepares agendas for meetings; maintains records, attends meetings and prepares minutes for distribution to appropriate personnel. (E)
- Receives, opens and routes mail; orders, issues, and maintains department supplies and forms; orders and disburses a variety of materials to other departments, staff, consultants and the community. (E)
- Greets visitors, initiates and answers telephone calls, screens and directs calls and visitors to appropriate personnel; responds to requests for information from students, staff, vendors, contractors, consultants and the general public regarding District facilities and capital outlay programs; exercises discretion and confidentiality in evaluating and/or resolving problems and complaints, including security and safety issues. (E)
- Provides training and work direction to students and/or hourly workers as assigned; participates as requested in hiring personnel and providing input regarding performance evaluations. (E)
- Schedules facilities use for District offices, classrooms and support areas to meet construction schedule requirements. and minimize disruption to District operations. (E)
- Perform related duties as assigned.

**KNOWLEDGE OF:**

Local, State and federal laws governing planning of community college facilities;  
 Applicable governmental codes, rules and regulations;  
 ADA, fire and building code requirements;  
 Operations, procedures and activities of a department office;  
 Microsoft Office Suite, ARCHIBUS, AutoCad and other software and hardware applications;  
 Comprehensive knowledge of facilities planning standards, methods, and practices of space utilization and management;  
 Knowledge of California Community College facilities planning practices;  
 Project management principles and practices;  
 Interior design principles and practices;  
 Building design and construction standards;  
 Community college budget control;  
 Energy usage and conservation;  
 Administrative procedures, budgeting and accounting practices as they pertain to facilities project management;  
 Construction contracting and management;  
 Oral and written communication skills;  
 Correct English usage, grammar, spelling, punctuation and vocabulary;  
 Interpersonal skills using tact, patience and courtesy;  
 District organization, operations, policies and objectives.

**ABILITY TO:**

Plan, organize, coordinate and direct multiple complex projects;  
 Establish and maintain effective working relationships with District staff and management, professional service consultants and public agency officials;  
 Manage change, anticipate conditions, plan ahead, establish priorities and meet schedules/timelines and achieve high customer satisfaction;

Coordinate planning and work activities between division/department units, contractors and other professional and/or campus entities;  
Assure compliance with safety practices and various code requirements;  
Develop scope of work and/or specifications for bids on minor construction, maintenance and repair projects;  
Coordinate the provision of contracted services;  
Work from blueprints, shop drawings and sketches;  
Effectively utilize computer equipment and software in the performance of duties including project related software applications such as Microsoft Project and AutoCAD;  
Prepare and make clear, concise and effective oral and written communications, reports and presentations.  
Plan and organize work;  
Maintain accurate and complete records;  
Communicate effectively both orally and in writing;  
Read, interpret, apply and explain rules, regulations, policies and procedures.

**EDUCATION AND EXPERIENCE:** An associate's degree from an accredited institution in business, interior design, construction management or a closely related field and a minimum of four (4) years of experience in construction management, facilities planning, interior design, finance, business management or a related field. Additional experience at the level described above may be substituted for the required education on a year-for-year basis.

**LICENSES AND OTHER REQUIREMENTS:**

Must possess and maintain a valid California Class C driver's license during the course of employment.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Supervises staff including coordinators, clerical, hourly and student workers. Supervises vendors and consultants during on-site installations.

**PHYSICAL EFFORT:**

Dexterity of hands and fingers to operate a computer keyboard.  
Walking, bending and climbing as required to assess all District facilities.  
Driving a vehicle to conduct work.

**WORK ENVIRONMENT:**

Primarily works in an office environment. Indoor and outdoor activity at project sites are required on an intermittent basis with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.