



El Camino College

Assistant Director of Facilities Planning and Services



THE POSITION

Under the direction of the Executive Director of Facilities Planning, Operation and Construction plan, organize, direct and control the assigned operations and activities of construction, maintenance, operations and grounds. Provide short-term and long-term planning and assure compliance with local state and federal laws, codes, ordinances and District Policies and procedures. Supervise, train and evaluate the performance of assigned staff.

ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is situated on a beautiful and spacious 126-acre campus near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

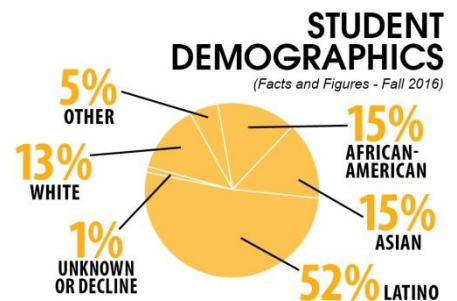
As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities.

El Camino College provides many opportunities for students to succeed. Through the Honors Transfer Program, El Camino College transfers hundreds of students each year to four-year universities around the country. Top transfer institutions include UCLA, USC and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

MISSION STATEMENT

El Camino College makes a positive difference in people's lives. We provide excellent comprehensive educational programs and services that promote student learning and success in collaboration with our diverse communities.



ASSISTANT DIRECTOR OF FACILITIES PLANNING AND SERVICES

Division: Facilities Planning and Services

Posting Closing Date: April 17, 2018

Req: C1718-054

Location: El Camino College

Position Type: Classified Management

REPRESENTATIVE DUTIES

The duties of the Assistant Director of Facilities Planning and Services may include, but not be limited to, the following:

- Develop and administer maintenance and cleaning programs and related records; including procedures, work instructions, work scheduling and inspection. Inspect work performed and resolve deficiencies as needed.
- As assigned, plan, direct and control the construction and renovation of the District's physical plant, coordinating and directing the activities of architects, engineers, inspectors and contractors as assigned.
- Determine requirements, prepare specifications and purchase requisitions for materials and services as needed by the assigned units of the Facilities Planning and Services Division.
- Coordinate work activities between division units, contractors and campus groups through oral and written communications.
- Evaluate, determine and estimate the construction or maintenance needs of District physical plant; conduct surveys, make inspections, receive requests and communicate with others to determine needs.
- Train, supervise and evaluate assigned staff; recommend various personnel actions including selection, discipline, termination, reassignment and promotions; participate on interview panels as requested.
- Collect and organize Facilities Planning and Services documents for preservation including technical manuals, maintenance schedules, equipment replacement program, vendor files, maintenance work orders and purchase orders.
- Assist in the determination of priorities and level of quality by considering function, safety, health, criticality and resources available; determine required resources necessary to accomplish work by estimating and use of time standards.
- Prepare and maintain a variety of narrative and statistical reports, drawings, specification, records and files related to assigned activities and personnel.
- Assist in the development and preparation of the annual maintenance and capital construction fund budgets; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established policy.
- Maintain positive working relationships with vendors/contractors, students, the community and various departments within the district.
- Coordinate health and safety programs in the Division; assure project requests are in compliance with OSHA regulations and State and local laws and codes; conduct safety meetings with supervisory staff as needed.
- Attend and conduct a variety of meetings as assigned; give presentations to groups; represent the District with outside organizations and agencies including regulatory, local state and federal governments.
- Assure a safe environment for students, faculty and staff by inspecting and working with the safety committee and the safety and health administrator.
- Perform related duties as assigned.

REQUIRED QUALIFICATIONS

KNOWLEDGE OF:

- Planning, organization and direction of facilities management.
- Environmental laws and regulations.
- Energy usage and conservation concepts.

- Construction, custodial and maintenance methods and practices.
- Warehousing procedures, material handling, inventory control and delivery.
- Building codes, OSHA, and other laws, rules and regulations related to assigned activities.
- Budget preparation and control.
- Document and drawing management methods and practices.
- Oral and written communication skills.
- Principles and practice of administration, supervision, training and project management.
- Applicable laws, codes, regulations policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping techniques.

ABILITY TO:

- Plan, organize, control and direct the construction, maintenance and operation of the District's facilities.
- Assist in the overall development, implementation and supervision of the Department.
- Coordinate work activities between department units, contractors and other campus groups.
- Train, supervise and evaluate assigned staff.
- Develop and administer preventive maintenance program and related records.
- Coordinate health and safety programs in the Department.
- Estimate labor, material and equipment costs.
- Assure compliance with safety practices and various code requirements.
- Work from blueprints, shop drawings and sketches.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports and maintain records.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Work effectively and cooperatively with peers, faculty, staff, students, and community members from multicultural, diverse backgrounds.

EDUCATION AND EXPERIENCE

MINIMUM QUALIFICATIONS:

- Any combination equivalent to: Bachelor's degree in Engineering, business Administration or related field and five years of increasingly responsible facilities management experience, including two years in a supervisory capacity.
- Sensitivity to and understanding of multicultural, diverse environments and college students from diverse academic, socio-economic, cultural, and ethnic backgrounds.

COMPENSATION AND BENEFITS

SALARY RANGE: \$97,316 - \$113,967

- The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental and vision insurance is available, toward which both the College and the employee contribute.
- Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days and are paid at 50 percent.

- Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and Social Security.

CONDITIONS OF EMPLOYMENT

Full-time, 12-month administrative position. Excellent fringe benefits, including eight 32-hour work weeks during the summer. Employment is dependent upon satisfactory employment verification, fingerprint check, and tuberculosis examination. Selected candidate must provide identification and work authorization.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as ONE PDF document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

Please Note: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

Closing Date: Tuesday, April 17, 2018

INTERVIEW EXPENSES

Only individuals identified for FINAL interviews are eligible to have their expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Candidate must complete a Travel Request and Reimbursement Form and submit it together with all supporting documentation to the Human Resources Department.

FOR FURTHER INQUIRIES AND APPLICATION MATERIAL SUBMISSION, CONTACT:

El Camino College

Human Resources Department

Pamela Jones

310-660-3593, Ext. 3478

pjones@elcamino.edu

16007 Crenshaw Boulevard

Torrance, CA 90506

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.