



El Camino College

Assistant Director, Facilities Planning & Services



BASIC FUNCTION

Under the direction of the Executive Director of Facilities Planning, Operations 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.

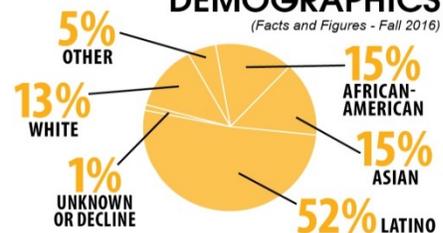
As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students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

MISSION STATEMENT

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

STUDENT DEMOGRAPHICS

(Facts and Figures - Fall 2016)



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.

ASSISTANT DIRECTOR, FACILITIES PLANNING & SERVICES

Division: Facilities Planning & Services

Posting Closing Date: 10/31/22

Req: C2223-119

Location: El Camino College

Position Type: Classified Administrator

REPRESENTATIVE DUTIES

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, specifications, 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.

JOB QUALIFICATIONS

Education and Experience:

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.

OTHER QUALIFICATIONS

Knowledge/Areas of Expertise:

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.

Abilities/Skills:

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.

Licenses or Other Requirements:

Valid California driver's license

WORKING CONDITIONS

Multicultural diverse environment
Indoor and outdoor environment
Regular exposure to fumes, dust and odors
Hearing and speaking to exchange information
Visually monitor work
Standing for extended periods of time
Bending at the waist, kneeling or crouching

CLOSING DATE: Monday, October 31, 2022 at 3:00 p.m.

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.

CONDITIONS OF EMPLOYMENT

This is a full-time, twelve-month management position. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive work days. During the winter recess, all management positions are required to charge three (3) days of accrued vacation between the Christmas and New Year holidays.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit proof of COVID-19 Vaccination, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

SALARY: \$107,150 Annually

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

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.

Sick Leave and Disability

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.

Retirement

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. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

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>.

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](#)

IMPORTANT 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.*

If you need assistance you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not** wait until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

FOR FURTHER INQUIRIES AND APPLICATION MATERIAL SUBMISSION, CONTACT:

El Camino College Human Resources

Pamela Jones
310-660-3593, Ext. 3478
pjones@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

JEANNE CLERY ACT COMPLIANT

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published Annual Security Reports and all required statistical data, which can be found on the Police Department webpage at www.elcamino.edu/about/depts/police/cleryact/index.aspx. These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.

EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

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.