

Director, Capital Construction Program (Measure G Bond)  
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=189116>

Downloaded On: Dec. 7, 2022 7:57am

Posted Jul. 5, 2022, set to expire May 31, 2023

<b>Job Title</b>	Director, Capital Construction Program (Measure G Bond)
<b>Department</b>	Directive
<b>Institution</b>	Foothill-De Anza Community College District Los Altos Hills, California
<b>Date Posted</b>	Jul. 5, 2022
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/3178323">https://apptrkr.com/3178323</a>

**Apply By Email**

**Job Description**

Director, Capital Construction Program (Measure G Bond)

HR EMPLOYMENT/CAREERS

SALARY GRADE: A2/A3 - J

Full Salary Range: \$129,094.53 - \$181,648.96 annually\*

\*Actual placement is based on applicant's verified education and experience (Customary Hiring Range: \$129,094.53 - \$142,326.72 annually). In addition, candidates with verified educational units beyond the minimum qualification may qualify for additional pay, up to \$564 per contract month.

Initial Review Date: 04/05/2022\*\*



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\*\*Any complete applications received after the review date will only be forwarded to the hiring committee at their request.

The Foothill-De Anza Community College District is currently accepting applications for the management position above.

Foothill - De Anza Community College District Mission Statement:

The mission of the Foothill-De Anza Community College District is student success. We are driven by an equity agenda and guided by core values of excellence, inclusion, and sustainability. Every member of our district contributes to a dynamic learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. We are committed to providing an accessible, quality undergraduate education dedicated to developing a broadly educated and socially responsible community that supports an equitable and just future for California.

### JOB SUMMARY:

Responsible to, and under the supervision of the Executive Director of Facilities and Maintenance, The Director for the Bond Construction Program is responsible for the development and management of the District's Measures C and G Capital Construction projects involving De Anza College, Foothill College, Central Services, and the Sunnyvale Education Center which Foothill College oversees. This is an administrative position involved with planning, coordinating, implementing and evaluating specific college capital projects with emphasis on the replacement and upgrades of various infrastructure systems. The position is responsible for designing and implementing project services, directing the work of other staff including maintenance staff, and maintaining working relationships with the Colleges, community organizations, governmental jurisdictions, and vendors. Public contact is extensive and involves outside agency and organization representatives, staff, students, and the general public for the purpose of exchanging policy, technical, and procedural information. A high degree of independent judgment and creativity are required to resolve a variety of minor and major problems that arise.

### POSITION PURPOSE:

Reporting to the Executive Director, Facilities Operations and Maintenance, the Director, Capital Construction plans and directs implementation of the District's capital construction program; provides management oversight in collaboration with campuses, consultant input, and project management staff, and coordination between the District management and staff, vendors, contractors and campuses

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for the successful implementation of multiple projects from inception to completion. Serves as the acting Executive Director, Facilities Operations and Maintenance in his/her absence.

**NATURE and SCOPE:**

The Director supervises District Construction Managers, Contract Construction Managers, and Design Teams.

**KEY DUTIES and RESPONSIBILITIES:**

The following duties and responsibilities are typical but not limited to the following:

- \* Oversee and provide support for the activities of District and Consulting Construction Managers, numerous architectural firms, and other design and technical consultants.
- \* Work directly with the campuses to insure that project design and construction meets the needs and expectations of the educational programs and services.
- \* Prepare, revise, and monitor various programming, design and construction related contracts, schedule and budgets for all District capital improvement projects.
- \* Monitor construction projects, maintain and initiate schedule changes as necessary; direct and review the work of architects and other consultants.
- \* Coordinate with District maintenance administrators regarding methods and procedures of work, supplies, and equipment requirements as related to specific capital improvement projects.
- \* Assists in overall planning and decision-making of routine maintenance, repairs, and ongoing District facility needs.
- \* Assists in preparation, submission, and review of construction projects and maintenance cost estimates.
- \* Reviews architectural drawings for errors, omissions, and problems; initiate design changes to correct and improve.
- \* Ensures work accomplished complies with current building codes, construction plans and specifications, and safety laws and regulations.
- \* Approves contractor work and authorize payments; assist Purchasing in obtaining formal bids.
- \* Assures compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment.
- \* Performs other related duties as assigned.

**EMPLOYMENT STANDARDS**

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### Knowledge:

- \* Uniform Building Code (UBC), California Architectural Barrier Laws (CALABL), California Occupational Safety and Health Act (CALOSHA), California Public Contracts Code, American Disabilities Act (ADA), and other related statutes.
- \* State of California Capital Outlay and Deferred Maintenance Programs for Community Colleges and Division of Architect (DSA).
- \* California Public Contracts Code and Education Code.
- \* Budget preparation and administration; job cost accounting.
- \* Legal and practical aspects of project design, bidding, management, and "close-out" of construction contracts.
- \* Generally accepted construction principles and practices as related to public works and schools.
- \* Methods of purchasing and contract administration in a community college environment.
- \* Methods, practices, equipment, supplies used in facility maintenance and construction; building and safety regulations.

### Skills and Abilities:

- \* Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- \* Communicate effectively both orally and in writing, including writing complex proposals.
- \* Determine the need for maintenance and repairs and to plan and schedule such work.
- \* Prepare and interpret plans and specifications.
- \* Estimate costs of maintenance and construction projects.
- \* Manage major construction and renovation projects efficiently.
- \* Principles of project management and supervision.

### MINIMUM QUALIFICATIONS:

- \* Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- \* Bachelor's degree, or equivalent, in a related field.
- \* Four years administrative experience in a related field.



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### Preferred Qualifications:

- \* Master's degree.
- \* Budget preparation and administration.
- \* License and Certifications:
- \* Possession of a valid California Driver's License.

### WORKING CONDITIONS:

#### Environment:

Typical office environment; subject to some travel to conduct work and physical activities.

#### Physical Abilities:

- \* Hearing and speaking to exchange information in person and on the telephone and make presentations.
- \* Dexterity of hands and fingers to operate a computer keyboard.
- \* Vision sufficient to read various materials.
- \* Sitting for extending periods of time.
- \* Bending at the waist.
- \* Lifting and carrying objects up to 20 lbs.

### APPLICATION PACKET:

- \* A District on-line application on

[url=[https://apptrkr.com/get\\_redirect.php?id=3178323&targetURL=http://hr.fhda.edu/careers/](https://apptrkr.com/get_redirect.php?id=3178323&targetURL=http://hr.fhda.edu/careers/)]http://hr.fhda.edu

\* In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.

- \* A cover letter addressing your qualifications for the position.
- \* A current resume of all work experience, formal education and training.



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If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date. You may also visit our "Applicant Information" to assist with technical difficulties at:

[url=https://apptrkr.com/get\_redirect.php?id=3178323&targetURL=http://hr.fhda.edu/careers/a-applicant-instructions.html]http://hr.fhda.edu/careers/a-applicant-instructions.html

### CONDITIONS OF EMPLOYMENT:

Position: Full-Time, Contract, 12-months per year

Starting date: As soon as possible upon completion of the search process.

Annual salary plus benefits; excellent benefits package which includes coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes medical for employees and dependents, visit our web site:

[url=https://apptrkr.com/get\_redirect.php?id=3178323&targetURL=http://hr.fhda.edu/benefits/index.html]http://

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

For more information about our application process contact:

Employment Services



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12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email:

[url=https://apptrkr.com/get\_redirect.php?id=3178323&targetURL=mailto:employment@fhda.edu]employment@fhda.edu

[url=https://apptrkr.com/get\_redirect.php?id=3178323&targetURL=http://hr.fhda.edu/]http://hr.fhda.edu/

To apply, visit

[url=https://apptrkr.com/3178323]https://fhda.csod.com/ux/ats/careersite/4/home/requisition/690?c=fhda

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

Directive

Foothill-De Anza Community College District

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