

Director, Physical Plant and Construction Services
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=249521>

Downloaded On: Dec. 4, 2024 2:22pm

Posted Nov. 25, 2024, set to expire Jan. 3, 2025

Job Title	Director, Physical Plant and Construction Services
Department	Staff
Institution	Cerritos College Norwalk, California
Date Posted	Nov. 25, 2024
Application Deadline	01/03/2025
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/5826393

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Job Description

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Director, Physical Plant and Construction Services

Salary: \$169,020.00 - \$212,280.00 Annually

Job Type: Full Time

Job Number: Dir Physical Plant-24

Closing: 1/3/2025 6:00 PM Pacific

Location: Norwalk, CA

Department: Dir Physical Plant-24

Division: Business Services

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Description

Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Closing Date

This position will close on January 03, 2025 at 6:00 PM.

College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>.

Department Profile

The Facilities department is dedicated to the maintenance of the campus's physical environment. As the stewards of the buildings and grounds on our campus, Facilities is the single point of contact for all service and maintenance requests. Dedicated to providing superior service to our clients (students, faculty, staff, and the neighboring community), our staff evaluates and prioritizes customer service requests and works to ensure the highest standards of care and concern for the campus.

Summary

Plans, supervises, assesses, evaluates, the activities and operations of the Facilities department including planning, capital construction projects, maintenance, and energy management. Leads and oversees the Facilities Manager and the Operations Manager in the provision of custodial services, events management, groundskeeping and facilities maintenance. Oversees, facilitates, and monitors capital projects. This position also provides complex administrative support to the Vice President, Business Services.

Distinguishing Career Features

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The Director, Physical Plant and Construction Services reports to the Vice President, Business Services and is responsible for maintenance, grounds, custodial services, energy management, and construction. The Director requires ability to sequence, integrate, and complete multiple projects and programs, assure that workmanship complies with applicable codes, and assure accessibility of all campus facilities.

Job Duties

Essential Duties and Responsibilities

- Establishes goals and objectives for facilities and capital projects. Provides guidance to day-to-day maintenance and operations. Coordinates capital project activities.
- Participates in developing short-and-long range facilities plans. Directs and evaluates growth, classroom, office, and public space needs and technology features. Develops proposals that optimize use of existing resources.
- Participates in discussions and planning for new capital construction and major renovations. Directs and participates in data gathering, architecture's design and construction proposals, bids and contracts.
- Serves as the District's internal project manager for large scale capital projects. Serves as a liaison to construction management, architect and engineering firms, and building code inspectors.
- Monitors remodel and repair construction projects performed by maintenance staff or contractors including planning, design, oversight, and inspection.
- Provides leadership in the new and emerging technologies.
- Leads, trains, supervises, evaluates and provides information to staff to enhance their ability to accomplish the unit's objectives, vision, and mission. Certifies payroll for assigned personnel. Applies the terms and provisions of applicable collective bargaining agreements; state and federal laws; and District Board Policies and Administrative Procedures in personnel matters.
- Prepares work-in-progress reviews for on-going construction programs. Meets with staff and outside contractors to review work-in-progress, identifying and resolving problems as they occur.
- Ensures that all construction and remodeling complies with applicable building codes and regulations relating to school and public building construction. Establishes standards and suitability requirements for construction equipment, materials, and workmanship.
- Directs the energy conservation programs for the District. Oversees systems and data management for optimizing energy conservation in classrooms, meeting rooms, and public areas.
- Represents the Department to other departments, advisory boards, and outside agencies. Explains programs, policies, and activities.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods

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and procedures. Assesses and monitors work load, administrative and support systems, and internal reporting relationships. Identifies opportunities for improvement. Directs the implementation of changes.

- Provides staff assistance to the executive team on matters relating to facilities planning, capital projects, maintenance, and operations. Prepares and presents staff reports and other necessary correspondence.
- Directs and coordinates District-wide preventative maintenance programs, including all major infrastructure such as HVAC systems, fire alarm systems, parking lots and storm drains.
- Organizes, attends, or chairs a variety of administrative and staff meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District personnel.
- Prepares required plans and manages compliance reporting with federal, state and local health and safety agencies such as OSHA, AQMD, Department of Health, fire marshal, etc.; directs and monitors implementation of the District's energy management plan.
- Directs the preparation of annual plans for submission to the California Community College Chancellor's Office and other agencies, including space inventories, initial project proposals and final project proposals; prepares and files required plans for facilities and scheduled maintenance; maintains inventory of architectural drawings and renderings related to District facilities projects.
- Learns and applies emerging technologies and advances (e.g., computer software applications, sustainable energy techniques) as necessary to perform duties in an efficient, organized, and timely manner.
- Establishes systems for financial management of projects. Oversees and prepares cost, time, and labor estimates. Facilitates preparation of plans, specifications, and bids for major construction projects, including materials, labor, and services.
- Ensures that the District is in compliance with appropriate laws, codes, and regulations regarding construction, building safety, and safe work practices.
- Plans, designs, and implements a facilities usage process for the District. Recommends appropriate rules and policies for usage.
- Ensures staff training on safe work practices and programs in areas to include asbestos, hazardous materials, and energy management.
- Remains current on legislation and regulations affecting assigned area. Adjusts programs and/or services to assure legal compliance.
- Oversees the transportation program and fleet, overseeing outsourcing of vehicles, and assuring that the District-owned fleet is properly maintained and safe.
- Ensures accuracy of print and online publications related to the area of responsibility.
- Establishes and maintains automated work order processing systems.

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- Develops and monitors budgets and maximizes financial resources.
- Anticipates, prevents, and resolves conflicts and problems under areas of supervision.
- Represents the District in community, state, and national organizations and meetings as assigned.
- Participates on or chairs committees, task forces, and special assignments.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Prepares recommendations and/or contracts as appropriate and submits them to the administration and/or the Board of Trustees for consideration.
- Attends Board of Trustees and Citizens Bond Oversight Committee meetings as assigned.
- Performs other related duties as assigned.

Minimum Qualifications

Requires a bachelor's degree or the equivalent with major course work in related field; five years of increasingly responsible experience related to this position.

Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic background of the student, community, and employee population.

Supplemental Information

Knowledge and Skills

This position requires professional knowledge of:

- Philosophy and objectives of the community college.
- Principles of functional leadership, training and performance evaluation.
- Pertinent federal and state laws and regulations.
- Strategic planning in organization and management practices, assessment, analysis and evaluation of programs, policies and administrative needs.
- Computer applications, operating systems, hardware, telecommunications, and network systems.
- Operational characteristics, services and activities of construction and engineering of commercial structures.
- Principles and practices of structure design, code compliance, accessibility, and construction project management.
- Federal, state, and local laws, codes and regulations affecting structural integrity of and access to facilities.

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- Financial management in facilities planning and maintenance and operations, including but not limited to financial performance analysis, budget preparation, and administration.

This position requires demonstrated skill in:

- Developing assessment that enhances student and outcomes.
- Organizing work and building an effective team to meet the needs of the assigned areas.
- Oral and written language sufficient to prepare reports and professional correspondence.
- Human relations/interpersonal skills to conduct performance reviews, deliver presentations, and convey technical information to a wide variety of audiences.
- Use of computers, common office productivity software, specialized software for construction, and automated work order systems.
- Advanced math in order to perform forecasting and statistical/numerical analysis.

Abilities

This position requires the ability to:

- Learn, interpret, and ensure compliance with state and federal laws, Title 5, and other federal and state regulations as related to the responsibilities of the position.
- Be open to change and new methods in the assigned area of responsibility.
- Continuously engage in learning and self-improvement.
- Meet change with innovation to promote and meet the college mission.
- Organize, plan, develop, and write new programs, develop new concepts, analyze outcomes, and prepare clear and concise reports.
- Guide and direct others in goal achievement.
- Direct and facilitate development of personal and team perspectives, and develop and deliver training programs.
- Develop and monitor budgets and maximize financial resources.
- Work cooperatively and productively with internal and external constituencies.
- Advocate for shared governance, collegiality, staff cohesiveness and for the core values of the institution.
- Plan, organize, direct and coordinate the work of supervisory management, professional and trades personnel, delegate authority and responsibility, and prepare and administer large and complex budgets.
- Allocate limited resources in a cost-effective manner and sequence and execute a high volume of work projects.

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- Administer large-scale capital projects and coordinate design and construction.
- Interpret statistics, trends, and forecasts.
- Read, understand, and interpret drawings, plans, blueprints, and specifications for building and grounds projects as well as the ability to prepare cost estimates, write construction or equipment specifications, and prepare bids.

Physical Abilities

This position requires the physical ability to:

- Function in an office environment performing work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales, including some bending, stooping, climbing, and walking in confined areas with or without accommodation.
- The person in this position frequently communicates with members of the campus community through various modalities. Must be able to exchange accurate information in these situations.
- Must be able to recognize printed material (printed or online) more than 50% of the expected work time.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Requires sufficient visual acuity to read detailed drawings including construction blueprints and related work products, observe work and construction, and recognize words and numbers with or without accommodation.
- Work a flexible schedule which may include evenings, weekends, and split schedules.

Licenses and Certificates

Requires a valid driver's license.

Working Conditions

Work is performed indoors and outdoors where some safety considerations exist from proximity to machines, materials, and environmental considerations.

Salary/Fringe Benefits

Grade 38 on District Management Salary Schedule (\$14,085.00 - \$17,690.00 /month).

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.)



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Participation in the Public Employee's Retirement System that is also integrated with Social Security or State Teacher's Retirement System

22 days annual vacation.

An annual stipend of \$4,023 shall be provided to management employees with an earned doctorate degree.

Selection Procedure

After the application closing date, a search committee will review and invite the most qualified applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at HR@Cerritos.edu as search committee members are unable to discuss specific recruitments.

Conditions of Employment

This is a full-time 12-calendar month classified manager position. Employment is to be effective as soon as possible following completion of the selection process. Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

Board Policy 2905 will require mandatory COVID-19 vaccinations as a condition of employment. The District requires all employees to submit proof of full vaccination against COVID-19, as defined by the CDC. Full policy details can be found on the website; [Cerritos College - Chapter 2 - Board of Trustees](#). Employees may submit requests for medical or religious exemptions to the vaccine mandate for consideration. Details are available on the District's [COVID-19 webpage](#).

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

Candidates must be available to work on site and be able to provide proof of California residency prior to employment.

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**** Please note - the District does not provide for immigration sponsorships such as H1B Visas.**

Application Procedures

Application materials must be submitted by the closing date. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is www.naces.org.

Required Documents

1. Cover Letter
2. Resume/CV
3. Unofficial Transcripts (Must show all coursework completed and conferral date of the degree)
4. List of three (3) professional references (Please provide name, phone number, and e-mail address for each reference)

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/4724881/director-physical-plant-and-construction-services>

The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .



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Contact Information

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

Contact

Staff

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