

# Job Description

Position Title: Director of Facilities Planning

Job Group: Facilities

Job Level Group: Director

FLSA Status: Exempt

## Position Summary:

The Director of Facilities Planning provides planning, direction, and guidance for Pima College Multi-Campus facilities. Provides long-range income and manpower resource planning based on campus indicators. Monitors facilities operations and related issues in areas of facility planning and construction; industrial maintenance and repair; and energy management. Prepares and monitors operating and capital budgets. Oversees and supervises staff. Monitors architects, engineers, general constructors, and business partners to ensure projects are completed on time and within budget.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Plans, implements, and administers facility projects and services impacting the College District. Coordinates construction work and project management. Manages the College utility usage for District.
2. Manages architects, engineers, general contractors, and business partners to ensure projects are completed on time and within budget. Provides contract administration for architects, engineers, and general contractors.
3. Prioritizes and assigns work for other supervisors and managers; conducts performance evaluations; and, ensures staff are trained; makes hiring, termination, and disciplinary recommendations.
4. Directs operations for facility planning, construction, and industrial maintenance repair and energy management.
5. Works with subordinate managers to solve service order backlogs and scheduling issues. Resolves customer complaints.
6. Administers and implements operational and programmatic goals, board policies, administrative procedures, standard procedures and guidelines, and services. Establishes, monitors, evaluates, and improves processes, procedures, and standards as needed.
7. Directs and oversees managers and staff. Prioritizes and assigns work; conducts performance evaluations; and ensures staff are trained; makes hiring, termination, and disciplinary recommendations.
8. Oversees the operating budget and capital budget for Facilities Planning to ensure funds are spent appropriately.
9. Collaborates with multiple internal departments, academic units, other organizations, and regulatory agencies.

10. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of business management and fiscal practices
3. Knowledge of public safety and security procedures
4. Skill in budget/resource management
5. Skill in effective communication (both written and oral)
6. Skill in independent decision making
7. Skill in people leadership and supervision
8. Skill in organization, coordination and management
9. Skill in program development and process improvement
10. Ability to adapt and maintain professional composure in emergent and crisis situations
11. Ability to develop and maintain effective and positive working relationships
12. Ability to operate relevant equipment required to complete assigned responsibilities for the position

### **Supervision:**

- Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

### **Independence of Action:**

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Governance, Institutional Policy, and Legislation:** Allows impact on the guidelines that determine how the College operates.

- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.
- **Institutional Leadership:** Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- **Institutional Infrastructure:** Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

### Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Construction Management or a closely related field of study required.
- Master's degree in Construction Management or a closely related field of study preferred.
- Five (5) to eight (8) years of related experience in construction management.
- Eight plus (8+) years of related experience preferred
- Three (3+) years of supervisory experience required
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, crawl, climb, balance, reach, and twist; to lift, carry, push, and/or pull moderate to heavy (over 50 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, electrical current, chemical, tight spaces or high places, moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### Special Conditions of Employment:

- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License
- On-call rotation duties
- Works some evenings and weekends