

## Executive Director, Facilities and Construction

**FLSA Status:** Exempt

**Pay Grade:** 99

**Job Title ID:** 22137

**Job Series/Job Family:** Administrator Series / Administrator Family

### Reports To

EVP, Finance & Administration

### Job Purpose

To direct and administer campus planning and construction, including all acquisition and disposition of real estate, all new construction, remodeling, and furnishings, management of leased property, management of all efforts relating to sustainability, and management of utilities.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Recommends priorities and general strategies for facilities planning and construction; provides planning for and oversight of capital improvement programs.
2. Guides planning and implementation of the District's environmental stewardship efforts, including reduction in the use of energy and potable water, reduction in the production of waste and greenhouse gases, increases in recycling, the use of renewable energy and recycled products. Promotes the integration of these efforts into the District's operations.
3. Represents the District on Tax Increment Financing Districts and on external community planning advisory bodies.
4. Develops and maintains internal standards for facilities; oversees selection and provision of furnishings, fixtures, and equipment.
5. Administers operational budget in support of planning and construction activities.
6. Provides managerial direction and control of departmental activities; plans, directs, and reviews the activities and operations of the department; provides leadership and supervises directly and through subordinate supervisors all department staff.
7. Directly manages the planning of construction projects which include development of an appropriate scope of work, including direct management through design, construction or post-construction phases; collaborates with other departments ensuring that work planned by Facilities meets user needs.
8. Oversees long-range planning and development of new capital improvement programs; oversees development efforts for facility standards and project management standards.
9. Coordinates with regulatory authorities and city and state advisory committees regarding issues such as land use, building code/safety issues, accessibility issues, historic landmark requirements, and others. Coordinates issues related to infrastructure capacity such as transportation and utilities, and future plans for such capacity.
10. Negotiates, renews, manages, and terminates leases. Evaluates properties for acquisition or disposition; manages the process of such transactions.
11. Coordinates contracts and other legal issues including development of standard contracts, negotiating and administering contracts for services; assesses legal implications relating to other work activities.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable*

*accommodations, that the essential functions of the job can be performed.*

**Required**

- Principles of environmental stewardship, including energy use, water use, transportation, recycling, air quality, etc.
- Real estate acquisition, management and disposition.
- Handling the demands and requirements of senior-level management in higher education.
- Understanding of the community college philosophy and mission.
- Effective management and leadership models and techniques, including Servant-Leadership Principles.
- Technical aspects of facilities planning and construction.
- Planning and project management practices and techniques.
- Laws and ordinances regulating building construction and operation.
- Architecture, planning, project management and construction practices and techniques.
- Budget preparation, bid and purchasing procedures, and expense control.

**Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

**Required**

- Maintaining an established work schedule.
- Maintaining confidentiality of work related information and materials.
- Preparing budgets and monitoring the disbursement of funds.
- Effectively managing, leading, and delegating tasks and authority.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Analyzing highly conceptual issues and problems and providing creative solutions.
- Establishing and maintaining effective working relationships and working in a collaborative manner.
- Collaborating effectively with diverse constituencies.
- Meeting deadlines and handling multiple projects.
- Providing leadership to all levels of the College.
- Delivering effective presentations.

**Computer Skills****Required**

- Demonstrated proficiency using standard office software applications for facilities management systems.

**Physical Requirements****Required**

- May be exposed to hazardous chemicals
- Occasional lifting of objects up to 20 pounds
- Subject to standing, walking, climbing, sitting, bending, reaching, kneeling, stooping, and crouching.
- Work is performed in both an internal and external environment with occasional exposure to inclement weather and varying temperatures.

**Work Experience****Required**

- Five years related work experience, including project management and direct management of major planning and/or construction programs for a large institution or agency, including three years supervisory experience.

**Preferred**

- Long range planning or real estate..

- Direct experience working for educational institutions, preferably in higher education.

### **Education**

#### ***Required***

- Bachelor's degree in architecture, engineering or related field.

#### ***Preferred***

- Master's degree in architecture, engineering, or related field.

### **Licenses/Certifications**

#### ***Required***

- Licensed as a professional Architect or building-related engineering discipline. Valid Texas Driver's License.

#### ***Preferred***

- Related professional license such as Landscape Architect or Interior Design.

### **Other**

#### ***Required***

- Senior-level management experience in higher education.

### **Safety**

#### ***Required***

- Provide resources for safe operation of units. Create and support workplace safety.