



Position Title:	Vice Provost, Facilities Management	Job Code:	0003-00E
Reports To:	College Provost	Job Group:	PEC
Department:	Facilities Management	Salary Grade:	21
Prepared By/Date:	Jennifer C. Brito/02-25-2004	FLSA Status:	Exempt
Approved By/Date:	Dr. Rolando Montoya/08-11-2010		
Revised:	Jennifer C. Brito/08-20-2010		

Summary:

Serves as the Chief Officer of Facilities operations and provides vision, leadership, strategic planning, policies, goals, and oversight in the management of the college-wide resources in facilities, grounds and physical plant operations.

Essential Duties and Responsibilities:

- Participates as a member of the College's executive management team
- Plans, implements, manage, and evaluate the college-wide physical plant functions in support of the College's vision and mission
- Plans, directs and oversees new construction, major renovations and on-going maintenance of existing facilities for the College's eight campuses
- Plans, develops and implements division budget within fiscal guidelines
- Coordinates with the Provost, Vice-Provosts and Campus Presidents to develop the long range strategic plan for facilities development
- Administers the strategic planning, development, control and implementation of the College's Capital Improvement Program
- Provides strategic oversight of College master planning regarding infrastructure, building architecture, design and engineering and occupancy plans
- Staffs, mentors, develops and evaluates the division's employees
- Oversees external contractors and vendors providing services and/or equipment for facilities operations
- Ensures College compliance with applicable local, state and federal laws and regulations
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Thorough knowledge of facilities planning, design and construction, utilities, operations, and personnel management is required
- Knowledge of federal, state and local laws governing safety codes
- Theoretical and working knowledge of laws governing construction of public educational facilities
- Theoretical and working knowledge of all applicable federal, state and local laws governing the design and construction of public educational facilities, and a working knowledge of maintenance guidelines
- Knowledge of college policies and procedures
- Strong interpersonal, communication, and organizational, skills
- Strategic planning skills to effect change in a multi-cultural environment
- Skill in employee development and performance management
- Strong leadership skills that promote dedication, creativity, innovation and growth
- Ability to develop and interpret financial data/plans and manage resources
- Ability to implement a systematic approach to construction and maintenance and bring vision and creativity for the application of new processes to ensure efficient and cost-effective

construction and maintenance

- Ability and commitment to build consensus and work with diverse constituencies within the College and surrounding community to improve quality in support of the College's mission
- Ability to think, reason, and make sound judgments to decide how duties and responsibilities are completed in compliance with college standards and guidelines, the ability to work effectively in a multi-ethnic/multi-cultural environment with students, faculty and staff
- Ability to speak effectively to employees, faculty, staff and community groups

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as "essential." This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree in Engineering, Construction Management or related field and a minimum of eight (8) years of progressively responsible experience at the management level in a complex facilities environment is essential.
- Must be a licensed registered professional engineer or a licensed registered architect.
- Previous experience in directing a major organization dealing with plant operations and plant development is essential.
- Must have experience negotiating and working with architects, engineers, and construction managers.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name