

**JUNE 2019**  
**FLSA: EXEMPT**  
**SALARY GRADE: W**  
**CBA DESIGNATION: CLASSIFIED MANAGEMENT**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**DIRECTOR, CAPITAL PLANNING**

**BASIC FUNCTION:** Under the direction of the area administrator, is responsible for the management of all planning activities associated with capital outlay projects and minor capital outlay improvement projects for the Riverside Community College District.

**PROVIDES WORK OR LEAD DIRECTION TO:** Assigned District personnel.

**REPRESENTATIVE DUTIES:**

The duties listed below are only intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Consults and coordinates with the colleges to develop the District's annual Five Year Capital Construction Plan including Initial Project Proposals (IPP), Final Project Proposals (FPP), and any related reports or plans.
2. Consults and coordinates with the colleges to plan for the development of all facilities projects, sustainability projects, environmental issues, and land use projects.
3. Provides project planning services for all capital outlay projects and minor capital outlay improvement projects including oversight of program requirements, functional space needs, physical alternatives, cost estimating, phasing, budgeting, scheduling, project forecasting and reporting, and design and constructability reviews.
4. Oversees and administers the development of District's sustainability plans and energy efficiency projects, and serves as the liaison between the District and State and local utility agencies.
5. Manages the work of external planning and design professionals and serves as liaison between professionals and administration; prepares requests for qualifications (RFQ) and requests for proposal (RFP) solicitations to secure design and planning consultant services.
6. Responsible for planning, implementation, and requesting State capital outlay funding.
7. Develops concepts, reports, position papers, projections, analysis, and feasibility studies on current and projected enrollment and load ratios for proposed District facilities projects.
8. Develops, implements and maintains quality control and assurance program for planning activities related to new construction, remodel and renovation projects, capital renewal projects, and deferred maintenance projects.
9. Makes presentations to College and District committees, community groups, and the Board of Trustees.
10. Supervises and evaluates assigned staff, and establishes goals and objectives for assigned area of responsibility; provides training to colleges and District personnel; and participates in local, regional, and State activities and programs to promote the District.
11. Performs other related responsibilities as may be assigned.

**EDUCATION AND EXPERIENCE:** A bachelor's degree from an accredited institution in engineering, architecture, construction, business administration, or a related field, and five (5) years directly related experience in all aspects of capital project planning, including budgeting, project cost estimating, implementation of capital improvement programs, sustainability, and the selection and management of planning

and design professionals, two (2) years of which must have been in a supervisory or management capacity; or any equivalent combination of training and experience.

A master's degree in the fields stated above and registration in the State of California as an architect or engineer are highly desired. Certifications in: Leadership in Energy and Environmental Design (LEED); Certified Educational Facilities Professional (CEFP); or Certified Construction Manager (CCM) are desired. Experience with community college/school district programs and/or processes, such as FUSION or Department of the State Architect (DSA) approvals is preferred. Experience in a school district, community college, or public works planning, design, and construction is preferred.

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**KNOWLEDGE OF:**

1. California Community Colleges Capital Outlay and Deferred Maintenance Programs.
2. State of California Community College Space Inventory Program
3. Uniform Building Code (UPC), California Architectural Barriers Laws (CALABL), California Occupational Safety and Health Act (CALOSHA), California Public Contracts Code, Education Code, American Disabilities Act (ADA) and other related statutes;
4. Construction budget preparation and job cost accounting
5. Legal and practical aspects of capital project design, bidding, management and close out of construction contracts
6. Generally accepted architectural, planning, and construction principles and practices as related to public works and community colleges, institutions of higher education and schools
7. Methods of purchasing and contract administration in a community college environment
8. Methods, practices, equipment, and supplies used in facility maintenance and construction, building and safety regulations
9. Overall and technical knowledge of institutional planning, design and construction methodologies and processes of capital projects.

**ABILITY TO:**

1. Exercise independent judgment based on a working knowledge of architectural and construction industry.
2. Set and meet aggressive commitments to achieve objectives.
3. Negotiate and exchange ideas, information, and opinions with others to develop solutions.
4. Compile and interpret statistical and visual analyses, prepare reports and presentation materials.
5. Demonstrate leadership in project development and management.
6. Demonstrate sound judgment and sensitivity to issues of policy and process.
7. Identify problems, develop alternative solutions, make decisions, and achieve consensus on a course of action in a complex and multi-disciplinary environment.
8. Interpret legal, technical, and construction documents.
9. Communicate technical concepts and analysis clearly and effectively and to represent the District in a professional manner to constituents, community members, and individuals involved in the planning, design, and construction of projects.
10. Must organize and prioritize workload to effectively meet scheduled deadlines.
11. Maintain an understanding of current ideas, research, and practices related to the position, through continued study and/or participation in professional organizations.
12. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

**CONTACTS:** Co-workers and staff, administrators, faculty, consultants, construction and professional design contractors, federal, state, and local agencies, state chancellor's office.

**PHYSICAL DEMANDS:** Employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

**ENVIRONMENTAL ELEMENTS:** Employee works primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee will also work, as needed, on construction sites with moderate to loud noise, uncontrolled temperature conditions, possible exposure to hazardous physical substances and dangerous conditions.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.