

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**Classified Management Position Description**

**JOB TITLE:** Director, Construction

**BASIC FUNCTION:** Under the direction of the Associate Vice Chancellor, Facilities Planning and Development, plans, organizes, and supervises planning, design, and construction management responsibilities as assigned for District capital projects, including remodel, renovation, and new construction from initiation of the projects through post-occupancy evaluation.

**SUPERVISORY RESPONSIBILITIES:** Provides supervision, management control, technical input, and coordination between District administration and staff, and District consultants, including but not limited to, design professionals, inspectors, engineering professionals, contractors, construction management consultants, project management consultants, government officials, and District clients. Supervises the work of Project Manager, other staff, and consultants, as assigned.

**REPRESENTATIVE DUTIES:**

1. Assists with the preparation of the District's Five Year Capital Construction Plan.
2. Directs and supervises the work of District consultants, including but not limited to, design professionals, engineering professionals, contractors, construction management consultants, project management consultants, project engineers, construction inspectors, testing labs, and other professional services providers.
3. Directs and supervises the work of District Project Managers and other staff as assigned.
4. Prepares, revises, and monitors various project related schedules, plans, reports, and documents.
5. Participates in the preparation and revision of District Capital project budgets.
6. Monitors construction budgets and timelines for District projects.
7. Participates in the selection of planning, design, and construction consultants.
9. Reviews and comments on completeness and constructability of design documents at appropriate design and review phases of project development.
10. Conducts pre-bid job site visits, pre-construction meetings, and construction progress meetings.
11. Coordinates project design and construction with associated District and/or college services responsible for project implementation and operations, including but not limited to; communications, security & safety, maintenance and operations, and user groups.
12. Conducts final inspections of projects; coordinates project construction closeout procedures and arranges for official acceptance of projects on behalf of the District.
13. Monitors and ensures construction work completed complies with current building codes, and other regulatory requirements; including but not limited to: state Chancellor's Office, Division of State Architects, and the District's Project Labor Agreement Administrator.
14. Reviews payment requests in terms of project schedules, schedule of values, work-in-place, and stored materials; advises action as appropriate.
15. Reviews cost proposals/field orders and change orders for accuracy in terms of scope of work, labor, and materials, and rates; advises action as appropriate.
16. Resolves job site conflicts by establishing review processes and mechanisms early in the project to minimize delays in job progress and potential impact on project budget.
17. Oversees building commissioning in partnership with site maintenance personnel, contractors, and subcontractors.
18. In collaboration with other Facilities Planning, Design and Construction staff, prepares, reviews, and submits construction project and maintenance project cost estimates.
19. Acts as a liaison between college presidents, vice- presidents of business, and facilities maintenance and operations staff to provide information and coordinate responses to issues and problems that develop during construction activities.
20. Maintains safe working conditions for all District students, employees, contractors, and consultants.
21. Serves as a member of the Management Association.

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22. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
23. Performs other related responsibilities as may be assigned by the Associate Vice Chancellor.

**EDUCATION:** Bachelor's degree, from an accredited institution, in Architecture, Engineering, Construction Management, or Engineering Technology is required. (Additional qualifying experience may substitute for the required education on a year-for-year basis with one year of experience equaling one year of education; i.e., one year of experience equals 30 semester or 45 quarter units.)

**EXPERIENCE:** Three years of experience, knowledge, and ability to organize, direct and successfully implement capital projects, preferably in a higher education setting. Experience should provide familiarity with sound business, supervisory, organizational, presentation and communication principles, understanding of construction law, contract requirements, and ability to comprehend legal and technical documents. Experience in school or public works construction highly preferred.

**KNOWLEDGE OF:** Uniform Building Code (UPC), California Architectural Barriers Laws (CALABL), Americans with Disabilities Act (ADA), and other related statutes; State of California Capital Outlay and Deferred Maintenance Programs for Community Colleges; California Public Contracts Code and the Education Code; construction budget preparation and job cost accounting; legal and practical aspects of project design, bidding, management, and close out of construction contracts; generally accepted construction principles and practices as related to public works and community colleges and schools; methods of purchasing and contract administration in a community college environment; methods, practices, equipment, and supplies used in facility maintenance and construction, building and safety regulations; Public Agency/Higher Education acquisition and purchasing laws and regulations. Technical knowledge of the processes involved with design and construction activities. Technical knowledge of the processes involved in the planning, design, and construction of capital projects. Overall technical knowledge of different building and infrastructure materials, components, and systems.

**ABILITY TO:** Independently perform complex and responsible management and technical assignments associated with campus development and administration, such as project management, contract administration, fiscal planning and control; identify problems; develop alternative solutions; make decisions, and to achieve consensus on a course of action in a complex and multi-disciplinary environment; prepare and write specifications, drafting contracts, and bids; interpret legal, technical, and construction documents; communicate clearly and effectively and to represent the Department of Facilities Planning, Design and Construction and the District in a professional manner to District constituents, community members, and individuals involved in the planning, design, and construction of projects; organize and prioritize workload to effectively meet scheduled deadlines. Skilled in negotiations.

**OTHER:** Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

**CONTACTS:** District staff, faculty, students and administrators; federal, state, and local agencies; inspectors, contractors, engineers, architects and consultants.

**WORKING CONDITIONS:** Normal office and construction environment.

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.

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