

ATTACHMENT I

Alamo Colleges District
Associate Vice Chancellor for Facilities and Construction Management
Job Description

Job Code 14365

DESCRIPTION OF WORK

Responsible for the management related to architectural and engineering design and construction and remodeling of Alamo Colleges District (ACD) facilities. Includes feasibility studies, identification and selection of architect's engineers and contractors, evaluating bids and proposals, etc. Directs the daily operations of the Facilities Department, supervising managerial and support personnel. Monitors the operation of central utility plant, facility and grounds maintenance programs and projects, architectural and design activities, etc. Develops physical plant operational and administrative systems and procedures. Represents ACD's interests in meetings with external architectural, engineering, construction, contracting, and management firms. Establishes short and long term departmental goals, objectives, and budgetary needs. Oversees the ACD facility emergency program. Supplies technical advice, expertise, and recommendations as required.

Provides administrative support to the 2017 General Obligation Bond Construction Improvement Program (CIP) managed during the 2019 – 2023 construction period by an Interim Associate Vice Chancellor - CIP.

Reports to the Vice Chancellor for Finance and Administration.

ESSENTIAL JOB FUNCTIONS*

- Supervises, plans, and coordinates the ACD construction programs and schedules to assure compliance with constructing program requirements, budgets, and construction codes and standards.
- Plans, organizes, and directs the day-to-day operation of the Facilities Department's maintenance and operations. Provides technical assistance to college administrators and makes recommendations regarding facility policies in daily activity areas and supervises implementation of procedures. Selects, trains and supervises assigned staff.
- Provides technical expertise to college administrators and staff regarding a variety of facilities management and construction programs. Develops and coordinates new construction and remodeling of ACD facilities including project design, feasibility studies, identification and selection of architects, engineers and contractors.
- Directs and participates in the preparation of bid specifications and related construction documents. Responsible for the evaluation of bids and proposals of architectural and engineering firms and works closely with the Vice Chancellor of Finance and Administration in recommendations to the Chancellor and the Board of Trustees.
- Reviews and recommends payment of invoices and related payment requests. Provides final approval for completed projects. Works closely with the Vice Chancellor of Finance and Administration in recommendation of new capital projects.
- Directs district-wide programs including preventive maintenance, energy management, asbestos abatement, handicapped accessibility, health and safety, hazardous materials, etc. Provides liaison with regulatory agencies on coding, standards, zoning, hazardous materials, etc.

- Prepares, recommends, and assures conformance with Facilities budgets. Oversees and monitors the proper and appropriate usage of funds, personnel, equipment, supplies, etc. Develops appropriate documentation systems, procedures, and records to assure program and project completion within fiscal constraints.
- Establishes and oversees a 24-hour/365-day facility emergency program designed to assure positive and prompt investigation and response to real or potential danger situations.
- Attends Board of Trustee, administrator, and management meetings to discuss departmental program/project status and future departmental plans and recommendations, and to supply advice and technical expertise as required.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participates in internal and external meetings and seminars. Must have excellent listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the ACD community network.
- Performs special projects and assignments as requested by the Vice Chancellor for Finance and Administration.
- Performs other duties as assigned.

* Any one position may not include all of the tasks listed, nor do the examples necessarily include all of the tasks performed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of construction management, project management and all building codes and regulations pertaining to construction, including management of large capital budgets. Knowledge of generally accepted architectural, planning, design, construction methodologies and sustainable design.
- Ability to identify problems, develop alternative solutions, and achieve solution consensus in a complex environment. Skilled in examining and re-engineering operations and procedures, formulating policy and developing and implementing new strategies and procedures.
- Strong collaborative interpersonal skills and the ability to build positive and effective relationships and teams within managed units and across the campus with administrators, faculty, staff and external constituents. Ability to organize, direct and successfully implement formulating, design and construction projects in a higher education setting. Ability to effectively prioritize workload to set and meet aggressive goals, deadlines and commitments.
- Experience should include supervising contracted architects, engineers and contractors as well as assigned staff. Ability to maintain current knowledge of emerging practices and technology pertaining to the areas of responsibility. Ability to utilize computer technology in areas such as CADD systems and to access information, maintain records generate reports and communicate with others.
- Accomplished professional of the highest integrity who embraces positive change and works with colleagues in a spirit of partnership, transparency and fiscal responsibility to facilitate the advancement of the college. Strong project management and coordination skills with advance problem solving and decision-making experience.
- Experience in developing, executing and evaluating strategic and tactical plans. Foster close working relationships with others and promote an atmosphere of diversity and high morale. Proven experience managing a budget and allocating assets and developing resources. Demonstrated commitment to diversity, equity and inclusion.

- Strong interpersonal, public speaking and writing skills to interact with individuals from multi-cultural backgrounds. Strong knowledge and experience providing effective customer service.

QUALIFICATIONS FOR APPOINTMENT

EDUCATION AND EXPERIENCE

Master’s degree with 10+ years of experience OR Bachelor degree with 15+ years of experience in construction and/or facilities operations, preferably in a publicly funded college or university setting. Prefer a Master’s degree in architecture, engineering, public administration, construction management, or business administration.

LICENSES AND CERTIFICATIONS

Must possess and maintain a valid Texas driver license. Must be insurable through the organization’s insurers. Prefer Professional architectural registration and/or Professional Engineer License.

PHYSICAL REQUIREMENTS

Subject to dangers associated with construction site environment.

SECURITY SENSITIVE

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Reviewed: 9/22/2020

EMPLOYEE’S SIGNATURE (OPTIONAL)

DATE

SUPERVISOR’S SIGNATURE

DATE

CONCURRENCE OF NEXT HIGHER LEVEL

DATE