

**San Jose/Evergreen Community College District
Classified Executive Management Job Description**

Position: Associate Vice Chancellor, Capital Projects and Operations
Department: Physical Plant Development and Operations

POSITION PURPOSE

Under policy direction, the Associate Vice Chancellor, Capital Projects and Operations plans, organizes, directs, and administers the Physical Plant Development and Operations department, including responsibility for District bond services, short- and long-term capital improvement and facilities planning, and Districtwide facilities maintenance and operations; serves as a liaison with District, local, and federal agencies on issues related to District bonds and construction projects; participates in District policy making and provides highly responsible and complex administrative support to District management; and performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below exemplify the work of the classification, and assigned duties may include work that is similar, related or a logical assignment to this class.

1. Plans, directs, controls, integrates, and evaluates the work of the Physical Plant Development and Operations department directors, managers and staff responsible for the District's capital bond project planning, capital improvement projects and Districtwide facilities maintenance and operations.
2. Provides administrative oversight and program management functions of bond-funded construction and renovation projects, including the planning, design, working drawings and construction; ensures District compliance with applicable codes, regulations, laws and standards governing facilities, maintenance and operations activities and best practices.
3. Serves as liaison and communicates with a variety of internal and external stakeholders including the construction management team, general contractors, District legal counsel, government agencies, owner representatives, design consultants and those impacted by construction; coordinates bond construction activities and programs, resolves issues and conflicts and exchanges information.
4. Performs long-term capital planning; leads the development of plans and studies including Facilities Master Plan, Facilities Condition Assessment and preventative maintenance and repair plans; participates in analyzing and developing future CIP financing options.
5. Plans and directs capital funding usage; approves and monitors project budgets and ensures projects are completed within budget; manages change orders, modifications of construction projects, selection of contractors/engineers/consultants, and project prioritization processes; participates in preparing state and federal grant applications and reporting.
6. Develops and administers the annual budget for the Physical Plant Development and Operations department; determines staffing and resource allocation in response to needs and priorities.
7. Directs and manages the work assignments and performance of assigned staff; interviews and participates in selecting employees; trains, counsels, and disciplines personnel according to established policies and procedures.
8. Monitors the status of District internal and external relations regarding bond and CIP and reports on the effect projects have on relationships and college operations.

9. Plans and participates in the preparation of the state's five-year capital outlay construction plan; coordinates the development of any Initial Project Proposals and Final Project Proposals as required by the State Chancellor's Office.
10. Through subordinates, plans, organizes, and manages Districtwide Operations services and functions; coordinates and directs the development and implementation of the District's facilities general, preventative, and scheduled maintenance programs, including preparation of a five-year scheduled maintenance plan.
11. Attends Board meetings and District committee meetings; researches background information and prepares agenda items and reports; tracks status of Board items and verifies required deadlines are met.
12. Leads and serves on District committees pertaining to bonds and facilities maintenance and represents the District at local, regional, state and national conferences, meetings, workshops and training seminars; chairs ad hoc committees as assigned.
13. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Advanced knowledge of the principles and practices of public administration, including long-range goal setting and strategic planning, program development, implementation and evaluation, project management, procurement and public records management.
2. Principles and practices of planning, design, development and construction of public works projects.
3. Extensive knowledge of several building trades.
4. Federal, state and other applicable laws and regulations and District policies and procedures governing bonds, CIP and construction at a community college.
5. Theories and techniques of negotiation, mediation and conflict resolution.
6. Budget preparation, control, funding and regulations regarding use of funds.
7. Principles and practices of effective management and supervision.
8. Principles and practices of strategic planning.
9. Principles and practices of organizational improvement and culture change.
10. Board Policies, Administrative Regulations, Accrediting Commission for Community & Junior Colleges Standards, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

1. Plan, organize, direct and evaluate the programs and activities of the Physical Plant Development and Operations department.
2. Plan, organize, direct and evaluate a large bond-funded capital improvement program.
3. Prepare and administer capital project plans and budgets.
4. Effectively communicate, listen, understand and be sensitive to internal and external community issues and concerns.
5. Identify, address and assist in negotiations to resolve problems and conflicts among individuals and groups with diverse and varying opinions and concerns.
6. Research and collect accurate and relevant data from multiple sources and analyze complex administrative, operational, construction and policy issues/problems.

7. Apply sound critical thinking skills in evaluating options and alternatives, reaching conclusions and recommending appropriate courses of action.
8. Prepare clear and concise reports, internal and external communications, presentations and other written materials for a variety of audiences.
9. Present solutions to management with confidence and effectiveness.
10. Direct, schedule, coordinate and evaluate the work of assigned employees.
11. Build and foster knowledgeable, cohesive and effective work teams.
12. Establish and maintain cooperative and effective working relationships with others.
13. Attend meetings and events, which may be at night, on weekends or on holidays.
14. Operate a computer, assigned office equipment and standard business applications.

Education and Experience:

1. Bachelor's degree from an accredited institution with major course work in architecture, construction management, engineering, public administration or a related field
2. Seven years of relevant construction project management or engineering experience, including two at a supervisory or management level.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Required Qualifications:

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

Desirable Qualifications:

1. Certification in Construction Project Management.
2. Experience managing a large public sector capital improvement program, preferably with multiple locations.
3. A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program or the ability to travel to other District campuses and locations

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee normally works in an office environment as well as construction or work sites in the course of inspecting and monitoring work. The noise level in the office environment is usually quiet. While performing field work, the employee is occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. The employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The employee is required to travel to locations other than the assigned work site, and occasional evenings, holiday and/or weekend work may be required.

Physical Demands:

While performing the duties of this class, the employee is primarily in a stationary position and is required to move about the office to access office machinery, files, etc.; perform constant operation of a computer and other communication and office equipment; observe details at close range; and move or lift up to 25 pounds.

When in the field, the employee is regularly required to walk on level, uneven, or slippery surfaces, in construction areas, and around building operational equipment to identify problems or hazards; to reach, twist, turn, kneel, and bend, and to climb and descend ladders; to perform physical work; lift, carry, push, and pull materials and objects up to 25 pounds, and heavier weights with the use of proper equipment and/or assistance from other staff.

Mental Demands:

While performing the duties of this class, the employee is regularly required to accurately communicate information and other ideas so that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work independently and under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: December 9, 2025

Salary Range: EM-3

EEO Category: 2B1- Executive/Administrative/Managerial