

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Associate Vice Chancellor, Facilities, Risk Management, & Operations

**Unit:** Management

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**Job Code:** C3515

**Original Date:** 09/2024

**Last Revision:** 09/2024

**Staff Type:** Classified

**FLSA status:** Exempt

**Salary Range:** 8

### **DEFINITION**

Under general leadership of the Executive Operations Officer (EOO), plan, organize, and manage all functions and activities of the Facilities, Operations and Safety functions of the Operations, Enterprise Services, and Facilities Division. This includes construction, renovation, Capital Programs management, plant operations, custodial operations, and maintenance and repair of buildings, facilities, grounds, fleet, and equipment, and implement risk management and safety programs to ensure protection of the District's human, financial, and physical assets and resources against unplanned loss. Coordinates assigned activities with other District departments, staff, and outside agencies, administering risk management, loss prevention, and safety techniques and programs; administering the District's insurance policies and procedures; handling claims against the District; overseeing the District Worker's Compensation program. The Associate Vice Chancellor provides equitable operational leadership to a broad and diverse group of District stakeholders in the application of policies, procedures, resources, support, and standard business practices. The Associate Vice Chancellor serves as the Acting Vice Chancellor in the absence of the Vice Chancellor as assigned.

### **EXAMPLES OF DUTIES**

1. Serve as the District Risk Manager; Chair the District Safety Committee and coordinate Site Safety Committees; oversee the District's volunteer registration program.
2. Serve as a member of the District Drug Abuse and Alcohol Prevention Program (DAAPP) Biennial Review Committee; responsibilities of the Committee include coordination of information required in the DAAPP, updates to the DAAPP, coordination of the annual notification to employees and students, and the Biennial Review Report.
3. Develop and coordinate District safety plans and risk avoidance programs in conjunction with District safety committees to ensure legal compliance with health, safety, and environmental codes. Communicate areas of high liability risks and assist sites/departments in eradication of and/or reduction of risk.
4. Evaluate and recommend which risks should be insured or self-insured. Administer the District's insurance programs, including Workers' Compensation, property, liability, travel, student accident, and all other coverage. Perform insurance needs assessments, recommend coverage levels, submit underwriting information, recommend carriers, and negotiate terms of coverage and purchase of insurance plans. Advise Business Services of appropriate reserving methods and amounts.
5. Assist EOO in review of insurance and indemnification language in District contracts to control transfer of risk. Assist EOO to approve, provide, and exchange Certificates of Insurance with vendors, requestors, and facility users. Assist with compliance guidelines and hold harmless agreements for District programs. Review memorandums of understanding.
6. Investigate and/or coordinate the investigation of incidents and accidents to assess claims and determine legal exposure. Coordinate facts and evidence for legal defense; may represent the District at legal proceedings, trials, and in small claims court actions.
7. Oversee the District regulatory compliance efforts in matters relating to Occupational Safety and Health and Workers' Compensation; oversight and periodic review of the District Safety Plans and Procedures; Form 700, Form 460, and Form 470, reporting to the County along with the Biennial Code of Conduct Policy review.

8. Coordinate and administer the District's Workers' Compensation Program. Process injury claims; assist EOO in reviewing and approving settlements as appropriate. Provide periodic status reports to site, department, or District administration as requested.
9. Assist EOO in the formulation, interpretation, and application of District policies and procedures as they pertain to risk management, liability claims, Workers' Compensation claims, Occupational Health and Safety regulations, Act as a resource to employees regarding the above policies and procedures and prepare and distribute training materials as appropriate.
10. Serve as an intermediary and facilitate interactions between injured workers, liability claimants, District managers, supervisors, staff, and external contacts, including claims administrators, investigators, attorneys, and vendors.
11. Responsible for all Facilities Management, Facilities Services & Capital Programs management, services, and activities, including the construction, renovation, plant operations, custodial operations, and maintenance and repair of buildings, facilities, grounds, fleet, and equipment; establishes and maintains departmental and project timelines and priorities; ensures related activities comply with established standards, requirements, laws, codes, rules, regulations, ordinances, policies and procedures.
12. Collaborate and communicate with departments and staff districtwide to develop and implement effective facilities planning and management programs; facilitate preparation of long-range facility plans and specifications; prepare applications for state and federal construction funds; facilitates the preparation and submission of various reports regarding District building projects and the District's Five-Year Construction Plan and Scheduled Maintenance Program.
13. Oversee the development of consultant requests for proposals for professional services and the advertising and bid processes; coordinate with legal counsel to determine District needs and requirements for contractual services; evaluate proposals and recommends project award; negotiate and administers contracts and agreements.
14. Direct and monitor the District's electronic energy, fire and intrusion alarm system; evaluate usage and make appropriate adjustments and modifications.
15. Develop, direct, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within District policy, appropriate budget, service, and staffing levels.
16. Manage and participate in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.
17. Train, supervise, motivate, and direct department staff; evaluate and review work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; coach staff toward improved performance; implement discipline and termination procedures; respond to staff questions and concerns.
18. Contribute to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor the distribution of work, support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of change.
19. Responsible for budgeting, maintaining, and payment of vouchers and invoices for insurance and related services; provide advice and counsel to sites and Facilities staff concerning contractual language pertaining to insurance and risk related items; coordinate and administer the Student Health Insurance Program and maintain appropriate insurance coverage.

20. Assist the EOO with the District's bond programs; oversee program managers, construction managers, contractors, and other design professionals; review the design, materials, and process proposed in connection with new construction or major repairs for District facilities and improvements.
21. Conduct a variety of analytical and operational studies regarding departmental and programmatic activities; prepare comprehensive technical records and reports, identify alternatives, and make and justify recommendations.
22. Attend and participates in professional group meetings and various District committees and advisory groups; stay abreast of new trends and innovations in the field of facilities planning and management and other programs and services as they relate to the area of assignment.
23. Maintain and direct the maintenance of working and official departmental files.
24. Monitor changes in laws, regulations, and technology that may affect District or departmental operations; implement policy and procedural changes as required.
25. Prepare, review, and present staff reports, various management and information updates, and report on special projects as assigned by the Executive Operations Officer.
26. Respond to difficult and sensitive public inquiries and complaints and assist with resolutions and alternative recommendations.
27. Learn and apply emerging technologies and perform duties in an efficient, organized, and timely manner.
28. Perform related duties as assigned

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures relevant to assigned programs, projects, and operations.
- Applicable sections of building codes.
- Applicable sections of State laws, rules, and regulations, including the California Education Code, California Government Code, California Vehicle Code, and California Code of Regulations Title 5 and Title 8.
- Architectural and engineering plans and specifications.
- Contemporary issues of inclusion, social justice, diversity, access, and equity as related to higher education.
- Contract, tort, environmental, and insurance laws.
- District organization, operations, policies, and objectives.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Generally Accepted Accounting Principles (GAAP), specifically cash flow, financing, and reserving practices.
- Insurance policies, forms, claims, and settlement procedures.
- Methods and techniques for the development of presentations, business correspondence, research and reporting, and information distribution.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Oral and written communication skills.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- OSHA regulations, Workers' Compensation laws, plus pertinent health/safety and fire laws.

Principles and practices of long-term facilities planning and maintenance.  
Principles and practices of organization, management, administration, supervision, training, and record keeping.  
Principles of public administration and management methods of cost analysis.  
Principles, practices, methods, and procedures related to construction and project management.  
Record keeping techniques  
Relevant federal and State legislation and District rules, regulations, policies, and practices.  
Technical and legal aspects pertaining to the field of specialty.  
Technical aspects of facilities planning, construction, and maintenance, including HVAC, electrical distribution, plumbing, fire/life safety, carpentry, hardware, underground water, wastewater, and electrical distribution infrastructure.

#### Skills and Abilities:

Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.  
Communicate effectively through multiple modalities with diverse internal and external stakeholders.  
Communicating and gaining support for the District's mission, vision, and values.  
Conduct effective negotiations and effectively represent the District and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.  
Conduct risk management and risk avoidance analysis, evaluate statistical data, determine severity of exposure, and effectively present facts, conclusions, and recommendations  
Create a culture of shared accountability for effective performance within assigned areas.  
Define issues, analyze problems, evaluate options, develop sound conclusions, and make appropriate recommendations to the Chancellor and Board of Trustees within applicable laws, regulations, policies, procedures, rules, and effective business practices.  
Delegate authority and responsibility.  
Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical ability, and ethnic backgrounds of community college students.  
Develop and implement goals, objectives, policies, procedures, and work standards for assigned program areas.  
Develop and monitor budgets and effectively utilize resources.  
Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of public works programs and administrative activities.  
Effectively manage priorities in complex and diverse operational units.  
Effectively represent the District and the department in meetings with various educational, business, professional, regulatory, and legislative organizations.  
Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.  
Establish, maintain, and foster positive effective professional relationships with individuals from diverse communities and those contacted in the course of work.  
Gather and analyze data, evaluate alternatives, and make sound recommendations.  
Hire, onboard, train, supervise, evaluate, motivate, develop, and discipline staff.  
Interpret, apply, explain, and ensure compliance with applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures.  
Investigate and analyze administrative and insurance problems for financial impact.  
Leading effectively through participatory governance and in collaboration with diverse stakeholders.  
Learn from errors, determine appropriate corrective action, and prevent repeat occurrences.  
Maintain accurate databases, records, and files.  
Manage, coordinate, and lead in planning/research, evaluating, monitoring, maintaining, and expanding human resources and administrative services programs in a community college district.  
Negotiate contracts and settlements. Investigate and analyze administrative and insurance problems for financial impact.

- Operate and effectively use office technologies and software applications, including general business platforms and technologies and enterprise resource planning systems.
- Organize, assign, prioritize, and guide work activities within assigned areas of responsibility and provide timely, effective feedback.
- Plan, organize, control and direct District-wide operations and activities involved in the planning, design, inspection, cleaning, construction, renovation, maintenance, and repair of buildings, facilities, grounds, and equipment.
- Plan, organize, direct, administer, review, and evaluate assigned programs and services and formulate program policy recommendations to implement the District's Educational Master Plan and other goals and objectives in accordance with local, State, and federal laws.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Provide administrative and professional leadership and direction for the department and assigned program areas.
- Read, interpret, and apply laws, regulations, policies, and guidelines impacting the effective, efficient, and equitable performance of the assigned areas and the District's comprehensive operations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Research, analyze, develop, and interpret policies and procedures impacting assigned areas of responsibility.
- Strategic planning, action, and leadership.
- Techniques for effectively representing the District in contact with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.
- Understand scope of authority in making independent decisions.
- Use tact, initiative, prudence, ethics, and independent judgment within general policy, procedural, and legal guidelines.

#### Training and Experience:

A bachelor's degree from an accredited college or university with major coursework in a related field to construction management, facilities services, risk management, or similar, and ten (10) years of increasingly responsible experience in construction management, facilities planning and management, or a related field, preferably in the California public education sector; and six to eight years progressively responsible and varied experience in a field associated with or utilizing risk management, preferably employee insurance programs.

#### License:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment

#### District Values

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

**WORKING CONDITIONS**

Physical Requirements:  
Category III

Environment:

Favorable, usually involves an office. Requires some travel between District sites, conferences, and construction and work sites. Incumbent must use personal protective equipment at construction sites and other work settings.