

JOB DESCRIPTION

Diocese of Orange, Pastoral Center

POSITION TITLE:	Director of Construction and Real Estate.
JOB CLASSIFICATION:	Exempt
PAY RANGE:	\$120,000 to \$230,000 Based on qualifications, experience, and education
REPORTS TO:	Chief Financial and Administrative Officer
SCHEDULE:	M-F, occasional weekends, and evenings

SUPERVISORY RESPONSIBILITY: Supervises five major business functions within the Operations Department: Real Estate Administration, Construction Project Management, Maintenance/Facilities, and Construction Process and Administration.

INTERNAL/EXTERNAL CONTACTS: Christ Cathedral campus entities and staff, diocesan parishes and schools, advisory committees, consultants, vendors, and the community at large.

PRIMARY PURPOSE:

The Director of Operations is responsible for leading and providing oversight for key strategic plan initiatives in support of the Roman Catholic Bishop of Orange, his advisory committees, Christ Cathedral campus and staff, parish pastors, and school administration in the areas of:

Real Estate:

- Diocesan-wide land development, real estate acquisition, and disposition; real estate portfolio management and revenue development.

Construction Management:

- Construction management of new construction and remodeling projects at parishes, schools, Christ Cathedral campus, and cemeteries.

Christ Cathedral Campus Facilities:

- Cathedral Campus facility maintenance and support, including HVAC, energy use, and space planning management.

Construction Process and Administration:

- Real estate and construction contracts, process improvement, code compliance, agency governance, and legal compliance

In consultation and coordination with other department heads and internal department team members, the Director of Operations must strive for long-term operational efficiency, effectiveness, and overall financial viability of the organization, overseeing operations, budget administration, project management, process development and improvement, coordination, and deployment of appropriate resources.

It is a critical ministerial role to assist in the bishop's evangelization efforts while striving to create an environment of spiritual and cultural engagement and supporting revenue opportunities consistent with our Catholic Mission.

ESSENTIAL FUNCTIONS: Because all RCBO employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work.

The position of Director of Construction and Real Estate consists of some or all of the following duties:

- Provides leadership and oversees the daily engineering operations of assigned business functions, ensuring the execution of strategic plan objectives and maintaining a high level of performance.
- Establish an annual business plan that targets and identifies business opportunities by creating and prioritizing key business metrics that identify potential revenue sources. Assuring all annual business objectives are achieved per plan.
- Take corrective action when and where deficiencies are noted and ensure appropriate staffing and training.
- Work in consultation and strong collaboration with each department head, campus stakeholders, tenants, and internal client groups (primarily the pastoral center, parish, and school personnel) on operational needs, deficiencies, and appropriate corrective actions identified.
- Acts as Executive Liaison to Bishop's Real Estate and Construction Advisory Committee.
- Build sustainable relationships of trust through open interactive and collaborative engagements. Provide appropriate solutions and alternatives within the time limits and follow up to ensure resolution.
- Provide accurate, valid, and complete information by using the right methods/tools.
- Ensure communication procedures, guidelines, and policies are followed.
- Assures contract terms are adhered to and quality standards are of the highest order.
- Evaluate top-tier engineering operational oversight to assess organizational readiness, costs, and rationale, aiming to maximize potential cost savings for the Diocese.
- Develop/oversee a comprehensive Security Plan and detail protocols to ensure a safe environment exists 24/7.
- Assure adequate resources are deployed in concert with acceptable events on campus ensuring events are run in a cost-effective manner.
- Other duties and responsibilities as assigned.

QUALIFICATIONS & EXPERIENCE

REQUIRED:

- College Degree in Business, or Engineering.
- 15 years of comprehensive experience in construction, facilities, and real estate operations across various disciplines, with a strong focus on engineering expertise.
- Strong supervisory experience overseeing complex facility operations and corresponding services.
- Ability to adapt/respond to a variety of stakeholders.
- Strong knowledge of project management and contract administration.
- Strong business acumen with extensive experience in profit and loss (P&L) management.
- Track record of over-achieving goals and objectives.
- Excellent communication skills, active listening, and presentation skills.
- Familiarity with financial systems and practices.
- Ability to multi-task, prioritize, and manage time effectively.
- Excellent at task delegation and follow-up.
- Other duties as needed

DESIRED:

Practicing Catholic and models his or her faith in daily actions and behavior.

Work Conditions

Office Environment: Much of the work is conducted in a professional office setting, involving the use of standard office equipment such as computers, telephones, and photocopiers.

Field Visits: Regular visits to construction sites are required to oversee projects, which may involve exposure to various weather conditions and construction environments.

Travel: The role often requires travel between different project sites and meetings with stakeholders.

Physical Requirements

Mobility: Ability to move around construction sites, which may include walking on uneven terrain and climbing ladders or scaffolding. Kneeling, squatting, and stooping on occasion.

Communication: Strong verbal and auditory skills are essential for effective communication with team members, contractors, and clients.

Endurance: The role may require standing or walking for extended periods during site visits and inspections.

Safety Gear: Wearing appropriate safety gear, such as hard hats, safety boots, and high-visibility clothing, is often necessary when on-site.

These conditions and requirements ensure that the Director can effectively manage both the strategic and operational aspects of construction and real estate projects.