

CHIEF OF FACILITIES, MAINTENANCE AND CONSTRUCTION**DEFINITION:**

Under the general direction of the Assistant Superintendent, Business Services, the Chief of Facilities, Maintenance and Construction is responsible for planning, developing and overseeing the implementation of the District's Facility Master Plan; supervising maintenance and operations; directing, planning, organizing and overseeing the maintenance and operations of district buildings, grounds, and facilities; all aspects of construction including planning, development and funding of new facilities, modernization of existing sites, and interim facilities solutions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain and update a district-wide and site-by-site plan for facility needs.
- Oversee maintenance of the physical school facilities, grounds and all district vehicles and maintenance equipment.
- Manage the District Facilities Master Plan; participate in appropriate planning committees related to school facilities; consult with district staff, city, county, and state officials, and other agencies regarding construction planning, progress and funding; work with the administrators in evaluating existing facilities.
- Develop, implement and monitor budgets for all projects.
- Provides oversight and direction to coordinate and integrate planning and construction activities.
- Plans, schedules and directs the development of facilities to ensure timely delivery of superior learning environments.
- Directs, manages and coordinates the retention of all consultants.
- Provides, evaluates and ensures compliance with all codes, ordinances, guidelines, applications and programs related to construction program needs.
- Oversee the work of all maintenance and operations personnel.
- Identifies, directs and supports all reporting agency requirements.
- Maintain up-to-date comprehensive inventory and control of all record drawings for the district
- Responsible for planning and development of new schools, interim facilities programs, facility utilization requirements, remodeling/refurbishing of existing facilities, and construction.
- Responsible for the acquisition and the installation of portable classrooms and portable buildings.
- Prepares, reviews and coordinates communications, Board of Education reports, correspondence and presentations.
- Provide advice and counsel to the Assistant Superintendent, the District's Cabinet and others on matters relating to the functions of facilities, maintenance and operations.
- Oversee the district utilities services; develop, manage and adjust district utilities budgets throughout the year, in conjunction with the district Fiscal Analyst.
- Develop and manage the program for inspection of district facilities and grounds on a regular basis to determine maintenance and repair needs.
- Plan and direct activities related to issues of environmental compliance and indoor air quality for facilities.
- Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Ability to articulate and understand complex issues and facilitate effective problem solving.
- Knowledge of principles, techniques, procedures and developments for the coordination and management of complex construction projects.
- Understanding of the role of facilities in support of instructional programs.
- Knowledge of computerized building integration models.
- Knowledge of Public Contract Code requirements and procedures.
- Knowledge of Federal requirements, State School Building Program guidelines, and local agency approval practices and procedures.
- Ability to plan and direct a large, complex operation that involves coordination and integration of multiple interrelated activities.
- Knowledge of fiscal management and general accounting practices.
- Ability to develop and maintain cooperative relationships with numerous stakeholders, community members, certificated and classified staff.
- Knowledge of consensus building techniques and conflict resolution strategies.
- Read, interpret and communicate concepts in complex plans and specifications.

Experience:

Five years experience that has provided the applicant with the knowledge and abilities listed above.

Education:

A bachelor's degree from an accredited college or university. Master's degree preferred.

Physical Performance Requirements:

Frequent sitting, standing and walking, and must be able to visit and inspect buildings and grounds, and should be able to perform limited climbing, twisting, stooping and/or walking in the performance of routine facilities inspections. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Possession of a valid and appropriate California Driver's License.

Board Approved: June 13, 2000

Revised: October 8, 2002

Revised: April 6, 2004

Board Approved: 10/08/13

Revised Draft: 5/22/15

Revised Draft: 6/01/15; Board Approved: 6/11/15, Effective 7/1/15

Revised: 2/27/2024

Board Approved: 3/7/2024