

ASSISTANT DIRECTOR, FACILITIES**DEFINITION:**

Under the general direction of the Assistant Superintendent, Business Services, or their designee, the Assistant Director of Facilities is responsible for providing technical and administrative support services in connection with construction, modernization and modification of facilities, and school site improvements. Implement the District Facilities Master plan including, organizing and managing long and short-range facility construction involving major repairs, alterations, and construction needs of the District. This role serves as a liaison between the District and contractors, architects, and other engineering firms contracted by the District. The Assistant Director oversees plan review, project coordination, inspection, and ensures compliance with relevant standards and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate management of 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 administrators in evaluating existing facilities.
- Develop, implement and monitor budgets for all projects.
- Develop and expedite schedules for planning construction and closeout phases; establish and maintain systems for monitoring and reporting progress on construction, site improvement and remodeling projects; work with project architects to coordinate construction and the general administration of the construction contract.
- Analyze student enrollment projections to plan and develop a district-wide and site-by-site plan for facility needs.
- Advise and counsel District administrators on laws relating to planning, construction, and maintenance services.
- Lead school site improvements and modifications of facilities.
- Negotiate, review, and analyze contracts.
- Review and interpret plans, blueprints, and written specifications to ensure feasibility of construction, advising building inspectors and maintenance personnel as required.
- Establish and maintain systems for reporting progress on building projects, maintaining accurate records and ensuring compliance with current standards, codes, and ordinances.
- Supervise and schedule building inspectors as required to ensure timely completion of projects.
- Oversee all aspects of construction projects.
- Coordinate the submission of state applications for new construction, modernization, state relocatable program, and determine District eligibility; act as planning liaison with State Department of Education, the Office of Public School Construction and other governmental agencies; monitor compliance with state school facilities program guidelines; provide for the coordination of consultants in the preparation of District developer fee justification studies.
- Represent the District in matters related to construction, contract change orders, and claims, assisting with preparation and negotiation as necessary.
- Serve as a liaison between the District and contractors, architects, and other engineering firms contracted by the District, facilitating effective communication and collaboration.
- Prepare reports, drawings, estimates, designs, specifications, and engineering data related to construction projects, ensuring accuracy and completeness.
- Confer with District administrators and advise on plans, specifications, and types of material to be used in District construction and alteration projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Review change orders and payment requests for construction, engineering, and professional service contracts, ensuring compliance with contractual agreements.
- Coordinate with local governmental agencies for utilities connections and fire and emergency access permits, ensuring regulatory compliance.
- Assure that operations and maintenance manuals, as-built drawings, warranties, and guaranties are received and distributed as required, maintaining effective documentation and records.
- Assist in District emergency response management.
- Respond to emergency calls as necessary.
- Other duties may be assigned.

QUALIFICATIONS:

Knowledge of:

Building codes, ordinances, regulations, state regulations, and safety standards related to construction projects; as well as methods, materials, and equipment used in the construction industry.

Ability to:

Plan, organize and direct complex programs of facilities and planning; CEQA compliance, EIR preparation and review; read and interpret blueprints, plans, and specifications, and detect deviations from plans and specifications; meet schedules and timelines, work effectively with diverse stakeholders, and communicate effectively orally and in writing, including preparation and presentation of detailed, complex analyses; estimate labor and materials costs; recommendations and conclusions; use sound judgment in interpreting and applying policies and procedures; collect and analyze data; manage, supervise, motivate and train personnel; establish and maintain effective working relationships.

Experience:

Five years of large project management experience that required strong organizational and communication skills.

Education:

A bachelor's degree from an accredited college or university, preferred, or equivalent construction licenses and certifications.

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 fifty pounds.

Licenses:

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