

DIRECTOR OF FACILITIES, CONSTRUCTION & MAINTENANCE**DEFINITION:**

Under the general direction of the Assistant Superintendent, Facilities, Operations, and Technology; the Director of Facilities, Construction & Maintenance is responsible for planning, developing and overseeing the implementation of the District's Facility Master Plan; all aspects of construction including planning, development and funding of new facilities, modernization of existing sites, and interim facilities solutions; and supervising maintenance and operations; direct, plan, organize and oversee the maintenance and operations of the District's buildings, grounds, and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan and develop 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. 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 architect to coordinate construction and the general administration of the construction contract.
- Oversee the work of all maintenance and grounds personnel and the District-level custodial personnel. Provide direction and support for all school-site custodial personnel who work for site administrators.
- 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.
- Maintain up-to-date comprehensive inventory and control of all record drawings for the District; ensure that as-built drawings are originated and become a supplement to the record drawings on all construction, site improvement or remodeling projects.
- Be responsible for planning and development of new schools, interim facilities programs, facility utilization requirements and remodeling/refurbishing of existing facilities.
- Be responsible for the acquisition and the installation of portable classrooms and portable buildings.
- Be responsible for disaster recovery and acquiring reimbursement from the state and federal agencies.
- Be responsible for the district's security systems at the district office and at school sites.
- Conduct public hearings on designated issues such as facilities, maintenance and operations.
- Provide advice and counsel to the Assistant Superintendent, the District's Cabinet and others on matters relating to the functions of the Business Division.
- Develop the annual Maintenance and Operations budget.
- Oversee the District utilities services; develop, manage and adjust District utilities budgets throughout the year, in conjunction with the District Budget 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.
- Oversee the District transportation services, including budget, contracts, routing, projections, and event transportation.
- Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

Building codes, state regulations, and safety orders for school construction; environmental mandates; legal rights and responsibilities of the District under applicable state and federal law; general accounting practices; methods, materials, and equipment used in maintenance, custodial, and grounds work; the requirements for maintaining school buildings, grounds, and equipment in a safe and orderly manner; state regulations and programs relating to the maintenance and operations of school sites; state regulations relating to pest management, playground safety, environmental compliance, and workplace safety and operations; the principles of effective personnel management, financial management; any related computer software and programs.

Ability to:

Plan, organize and direct complex programs of facilities and planning; CEQA compliance, EIR preparation and review; read and interpret plans and specifications; communicate effectively both 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 experience that has provided the applicant with the knowledge and abilities listed above.

Education:

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

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