

TITLE: DIRECTOR IV – FACILITIES

QUALIFICATIONS:

1. Any combination of experience, training, and/or education sufficient to demonstrate ability to manage large facilities operation
2. Proven track record in leadership position involving facilities and construction
3. Thorough knowledge of legal framework governing school construction and public contracting
4. Knowledge of laws, regulations, codes and standards related to public school facilities
5. Effective communication and interpersonal skills
6. Commitment to high standards of customer service and accountability for management of public resources
7. Proven ability to lead collaborative planning and project implementation efforts

REPORTS TO: Assistant Superintendent – Business Services

SUPERVISES: Staff as assigned

JOB GOAL: To plan, organize, control and direct variety of programs, projects and activities related to planning and management of new and existing buildings and facilities

PERFORMANCE RESPONSIBILITIES:

1. Performs planning duties including enrollment projections, boundary changes, growth plan monitoring and development and other related issues
2. Updates master plan for facilities, evaluates needs, prepares funding plan and performs other facilities-related activities
3. Performs various construction duties including contract administration, dispute resolution and change order processing
4. Oversees and performs development-related activities
5. Oversees district compliance activities related to regulatory programs including but not necessarily limited to AHERA, SB 198, ADA, Cal OSHA, hazardous materials and disaster preparedness
6. Directs preparation and maintenance of variety of narrative and statistical reports, records and files
7. Communicates with other administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information
8. Supervises and inspects work and construction projects to ensure compliance with established standards, building health and safety codes and regulations and bid specifications
9. Directs and coordinates communications with the office of Public School Construction, the Division of State Architects, the State Allocation Board, and the Department of Education facilities Planning Division
10. Develops and prepares various budgets for facilities management and planning, analyzes and reviews budgetary and financial data, monitors and authorizes expenditures in accordance with established guidelines
11. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; management salary schedule, code 27

EVALUATION: Performance of this job will be evaluated in accordance with the district's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable.