

**DIRECTOR OF FACILITIES, CONSTRUCTION AND MODERNIZATION**  
**CLASSIFIED MANAGEMENT – DIRECTOR IV SALARY SCHEDULE**

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the direction of and with responsibility for reporting to the Assistant Superintendent of Business Services or designee, the Director of Facilities, Construction and Modernization shall be responsible for all aspects of the maintenance, construction and modernization of school facilities, including, but not limited to, research, analysis and design direction; liaison between the District and engineers, architects, contractors, planning departments and agencies of the State, County, and City governments. The Director will represent the District in the role as “owner” in renovation and new construction of school facilities.

**DISTINGUISHING CHARACTERISTICS:**

To plan, coordinate and manage all aspects of facilities management. The Director works closely with the Assistant Superintendent of Business Services, or designee, in the overall management of facilities to aid in the design of appropriate, effective, efficient and safe school facilities and performs a wide range of professional, administrative, advocacy and liaison duties involved in the facilities planning process.

**REPRESENTATIVE DUTIES:**

- Develop and update the short and long range District Facility Master Plan for the acquisition and construction of new sites, schools, and district facilities, and modernization, reconstruction or relocation of existing facilities.
- Develop, update, and present financial plans and funding sources in support of the short and long range District Facility Master Plan as directed.
- Oversee, review, and evaluate architectural and construction projects for the district using effective management methods and techniques.
- Attend and participate in Board of Education, staff, government agency, and community meetings as required.
- Evaluate special facility needs related to educational programs or unusual school problems, traffic flow, future growth possibilities, and master site planning.

- Recommend building programs and priorities; prepare and submit applications and plans for state funds, city funds, county funds, developer fees, and other funding programs when appropriate.
- Prepare, coordinate, implement, and supervise the bidding process, construction, modernization, and reconstruction of schools and district facilities, monitor project costs for containment with budget.
- Assist with the selection, monitoring and supervision of services provided by architects, project managers, engineers, consultants, contractors, inspectors, and other personnel as assigned in support of the facilities program.
- Develop, review, and monitor the division budget and expenditures.
- Initiates and coordinates work for unexpected conditions which interfere with projects.
- Communicates status of projects to the Assistant Superintendent of Business Services, Superintendent and the Governing Board; establishes and maintains effective relationships with business and community groups/members.
- Oversee inspections of completed job assignments and work done on contracts for quality and safety.
- Oversee estimate costs of jobs and recommend priority of work to be done.
- Oversee the coordination and monitoring of the collection of Developer Fees, Mello-Roos Fees, Mitigation Agreement and Fair Share Agreement.
- Participates in ongoing training to enhance professional skills. Acquires, maintains and provides current state-of-the-art status of methods and techniques; coordinates with local, state and national institutions or agencies; identifies and prioritizes in-service training needs.

## QUALIFICATIONS GUIDE

### Knowledge of:

- Principles, materials, methods, techniques, and strategies pertaining to comprehensive design, construction, rehabilitation, maintenance and operations programs of school buildings and facilities.
- Basic architectural and drawing symbols and interpretations.
- Collaborative problem-solving methods.
- Budget development, preparation, and control.
- Use of computer and data processing systems as applicable to budget and control processes.
- Accurate record keeping.
- Strong oral and written communication skills.

- Practices, procedures and trends of management, organization and supervision.
- Legal mandates, policies, regulations and operational procedures pertaining to the maintenance, repair, construction safety and cleaning of school facilities and equipment.
- Practices, procedures, techniques and strategies for determining operational effectiveness and District policies and procedures related to District and facilities use operations.
- Requirements of the Public Contract Code, State Education Code, State Allocation Board, State Department of Finance, Office of Regulatory Services and Office of Local Assistance as they apply to the facility planning and construction and modernization processes. Theories of education facility design, instructional theory, methods, practices and State education facilities guidelines.
- Safety rules, practices, and regulations.

**Ability to:**

- Plan, organize, direct and coordinate the activities of a multi-functional division.
- Interpret and work from plans, specifications, schematics, diagrams and drawings.
- Estimate construction, repair, and maintenance costs.
- Interpret laws and develop policies and regulations which relate to assigned responsibilities.
- Write specifications and prepare bid packages.
- Accurately estimate time and materials costs.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines
- Work independently with little direction.
- Effectively meet established deadlines and schedules.
- Deal with high stress situations in a calm and tactful manner.
- Maintain accurate and current records and files.
- Communicate effectively in oral and written form.
- Meet the public tactfully and courteously; establish and maintain a cooperative and effective working relationship.

**EDUCATION:**

Must have a bachelor degree from a recognized four year college or university in urban planning, business administration, public administration, construction management, civil or structural engineering, or related field.

**EXPERIENCE:****Minimum Requirement:**

- Five years professional or management level experience in facilities planning, and construction, architecture, or facilities management; preferably in public sector construction.

**Desirable Requirement:**

- Operations in a school district
- Experience with state agencies for school facilities construction

Compensating strengths may be considered, where appropriate, for the above.

**LICENSES OR CERTIFICATES:**

Possession of a valid California driver's license and a driving record which meets the requirements of the District's insurance carrier. Fingerprint clearance from the Department of Justice.

**EMPLOYMENT STANDARDS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

**Physical:**

Good physical condition; able to pass required district physical.

**ESSENTIAL JOB FUNCTIONS:**

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 50 pounds

- Able to carry up to 50 pounds
- Able to push and/or pull a variety of tools and equipment weighing up to 250 pounds
- Able to sustain strenuous manual labor for 8 hours
- Able to exhibit full range of motion for:
  - shoulder external rotation and internal rotation
  - shoulder abduction and adduction
  - elbow flexion and extension
  - shoulder extension and flexion
  - back lateral flexion
  - hip flexion and extension
  - knee flexion
- Able to operate office machines and equipment in a safe and effective manner
- Able to work in restricted spaces in a safe and effective manner
- Able to work at various elevated heights in a safe and effective manner
- Able to work with chemical agents in a safe and effective manner without allergic reaction
- Able to operate a variety of powered and manual equipment commonly found in janitorial and custodial services in a safe and effective manner
- Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner
- Able to operate a vehicle in a safe and effective manner

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.*

