



## Classified Management/Supervisory Job Description

Board Approved: December 12, 2018

Position Title: **Director of Facilities and Construction**  
Contract Term: 12 months per year, 8 hours per day  
Salary Range: Classified Management/Supervisory Salary Schedule 69, Range 6

### GENERAL DEFINITION:

Under the direction of the Superintendent, plan, organize, and direct all facility related matters in the district. This includes bond program and project management, general construction management, general facility maintenance, planning, grounds keeping and custodial operations, activities and related services; coordinate the flow of communications between administrators, personnel and outside organizations; train and supervise the performance of assigned personnel. Recommends and manages facility improvements; provides leadership in the implementation of the short and long range facility master plans; conducts administrative research as needed.

### UNDER SUPERVISION OF:

Superintendent or Designee

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Plan, organize, control, and direct maintenance, planning, grounds keeping and custodial operations, activities and related services; develop and implement programs for preventive maintenance.
2. Coordinates activities associated with the construction of new schools and additions of existing schools, alterations and improvements of existing structures and temporary classroom buildings.
3. Reviews plans, monitors constructions projects, and makes recommendations to insure compliance with legal requirements, construction project drawings, and specification, and District standards of construction.
4. Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignments, terminations and disciplinary actions; provide or coordinate staff training.
5. Communicate with other administrators, personnel and outside organizations to coordinate work, construction, supply, equipment, personnel, site security and safety requirements, resolve issues and conflicts, and exchange information; provide recommendation concerning equipment, materials, personnel, policies and procedures. .
6. Provide technical expertise, information and assistance to administrators regarding grounds keeping, planning, maintenance, security and custodial activities; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise site and program administrators of unusual trends or problems and recommend appropriate corrective action.

7. Plan, organize and implement long and short-term programs and activities designed to enhance grounds keeping, planning, maintenance and custodial programs and services; receive and review requests for alterations, remodeling and other projects.
8. Direct the preparation and maintenance of a variety of narrative and statistical reports and files related to assigned activities and personnel.
9. Develop and prepare the annual preliminary budget for the Facilities, Maintenance and Operations Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
10. Operate with fluency a variety of technology devices, programs, and applications; drive a vehicle to various sites to conduct work.
11. Attend and conduct a variety of meetings as assigned.
12. Other duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

1. Planning, organization and direction of maintenance, grounds and custodial activities.
2. Methods, materials, tools and terminology used in construction, maintenance, planning grounds keeping, custodial, and security activities.
3. Cost estimates and specifications.
4. Requirements of maintaining buildings in a safe, clean, and orderly condition.
5. Budget preparation and control.
6. Oral and written communication skills.
7. Principles and practices of administration, supervision and training.
8. Applicable laws, codes, ordinances, regulations, policies and procedures.
9. Interpersonal skills using tact, patience and courtesy.
10. Operation of a variety of technology devices, programs, and applications.

#### **ABILITY TO:**

1. Plan, organize, control and direct maintenance, planning, grounds keeping and custodial operations, activities and related services.
2. Supervise the performance of assigned personnel.
3. Coordinate flow of communications between administrators, personnel and outside organizations.
4. Estimate time and material needs for major maintenance, planning, grounds keeping and custodial projects.
5. Communicate effectively both orally and in writing.
6. Interpret, apply and explain rules, regulations, policies and procedures.
7. Establish and maintain cooperative and effective working relationships with others.
8. Operate fluently a variety of technology devices, programs and applications.
9. Analyze situations accurately and adopt an effective course of action.
10. Meet schedules and timelines.
11. Work independently with little direction.
12. Plan and organize work.
13. Prepare comprehensive narrative and statistical reports.
14. Direct the maintenance of a variety of reports and files related to assigned activities.

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

**CERTIFICATES AND LICENSES:**

- Five or more years of increasingly responsible and successful experience in the administration and implementation of construction projects - preferably in the public sector and/or local education agencies.
- High school diploma or equivalent.
- Valid California driver's license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.
- Prior job related experience with increasing levels of responsibility including supervision of projects and personnel.
- Prior job related experience with state and/or federal agencies.

**MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

**LANGUAGE SKILLS:**

- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public. Ability to independently compose letters, memoranda, reports and various other written and verbal communications.

**REASONING ABILITY:**

- Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

**OTHER SKILLS AND ABILITIES:**

- Methods and practices of financial record keeping. Knowledge of district local, state and federal personnel laws and policies. Basic school business financial and general school district operations. Office methods and procedures. High-level computer operations including competent use of e-mail and Internet, database, word processing, and spreadsheet software.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Ability to use a computer and job-related software.

**PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is regularly required to use hands to operate a computer keyboard, handle, or feel objects, tools, or controls, talk, hear. The employee frequently is required to sit or stand for extended periods of time, and walk. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, or climb a ladder.
- The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds with assistance. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment may be loud.
- While performing the duties of this job, the employee will work in outside weather conditions and is frequently exposed to fumes or airborne particles. Work is performed in both an internal and external environment with occasional exposure to inclement weather and varying temperatures.
- The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.***