

SANTEE SCHOOL DISTRICT

DIRECTOR II, FACILITIES PLANNING AND CONSTRUCTION

DEFINITION:

Under the administrative direction of the Assistant Superintendent, Business Services; plans, designs, coordinates and manages the District-wide construction of new facilities and modification/alteration/relocation of existing facilities; conducts needs assessments and develops and maintains a long-range facilities master plan for the District; and plans and oversees professional and construction services contract work required for the District's Capital Improvement Program.

EXAMPLE OF DUTIES:

- Plans, organizes, prioritizes, and oversees construction projects; maintains responsibility for the general oversight and management of the District's Capital Improvement Program; and effectively allocates resources to various construction projects.
- Develops, recommends, and execute plans for school facilities including the preparation of district design standards, guide specifications, drawings, and details.
- Provides direction to District's contracted architect on optimal and best value design and specifications; reviews and analyzes drawings and specifications prepared by architect and engineers for conformance with prescribed federal and state standards, building codes and regulations, project design and location criteria, best value measures, and District preferences; reviews conceptual, schematic, and construction blueprint design documents prepared by contracted architect and makes recommendations for changes/alterations to ensure completeness and best value.
- Coordinates the work of user input committees and the design process; collaborates with school principals and District administrators to identify and incorporate needs and desires related to facility design; provides input and recommendations related to the design and specifications of construction and modernization projects.
- Plans layout and design of limited scope projects and integrates efforts and designs of design professionals and District staff.
- Conducts facility needs assessments; develops, revises, and maintains long-range facilities master plan for the District; coordinates and directs the preparation of demographic, enrollment, capacity, and boundary data; analyzes demographic data, and makes long and short-term enrollment projections.
- Identifies and investigates sources of funding for facilities projects and oversees the process for securing such funding, including the hiring of consultants to conduct specialized functions; may manage the collection and expenditure of developer and other facilities mitigation fees.
- Manages application process to the State School Facility Program and assures compliance with the program regulations; represents the district in communication to the Office of Public School Construction, the California Department of Education, the Division of the State Architect, the City and County, attorneys, and staff of other local, state and federal governmental agencies as appropriate in the acquisition of sites or facilities and the construction/modification of facilities.

- Provides leadership and direction in a property management program to include inventory of existing facilities, updating site plans, determining need for school closures and alternate use, or disposing of, school sites as needed.
- Assists in identifying, investigating, and recommending potential sites to the Board; assists with the site acquisition process including preliminary testing, real estate negotiations, eminent domain procedures, environmental impact studies and procedures, and the California Department of Education approval process.
- Coordinates the preparation of environmental assessment documents for facilities projects and site acquisition for compliance with the California Environmental Quality Act (CEQA)
- Examines, analyzes, and makes recommendations on submitted construction bids and consultant qualifications and proposals; reviews and analyzes contract modifications and makes recommendations accordingly.
- Develops and administers contracts for construction and modernization projects; recommends and develops "requests for proposals" for hiring architects, engineers, inspectors, and other experts; prepares and develops plans and specifications for alterations or additions to buildings and grounds for bid by outside contractors; provides input and recommendations related to construction project delivery methods; and negotiates contract changes as needed.
- Develops project budgets, monitors expenditures, approves payments and changes, and resolves related uncertainties and disputes.
- Serves as chair for the bond oversight committee
- Makes periodic presentations on District facility construction and modernization progress, needs, capacities, and options to the Governing Board, bond oversight committee, and other interested groups.
- Oversees the performance of contractors, architects, inspectors, and other design and construction professionals and consultants; coordinates the work of the architect and construction contractor under various project delivery methods to minimize change orders and costs for the District; conducts on-site observation of work to monitor compliance with construction contract documents.
- Attends construction meetings; monitors and inspects progress at modernization/construction sites; certifies work progress; reviews and checks change order requests for validity, appropriateness, and accurate costs; coordinates with inspector and architect to evaluate change order requests; assists architect in responding to requests for information; reviews and checks contractors' correspondence, reports, payment requests, and submittals to ensure contract compliance and conformity with design intent.
- Prepares and maintains reports, documents, specifications, logs, and other materials relating to the facilities program; researches and analyzes local, state and federal laws, rules, and regulations; and advises the Assistant Superintendent of Business Services on facilities-related matters.
- Assists staff in preparing, maintaining, and updating records, files, drawings, and descriptive materials for district sites and facilities.
- Performs other related duties as required or assigned.

QUALIFICATIONS GUIDE

Knowledge of:

- Legal rights and responsibilities of the District under applicable State, Federal, County, and local ordinances pertaining to school building programs.
- School facilities planning as related to methods and techniques of instruction, traffic flow, economy of maintenance, provision for growth, relationship of instructional and service areas, and adaptability to multi-functional usage.
- General characteristics and relative costs of various methods of construction, architectural features and building and room designs for all types of school uses.
- Current trends in school building design and construction. Educational programs, school budget, and school laws.
- Construction project delivery methods including Multi-Prime, Construction Manager At Risk, Design-Build, Lease-Leaseback, Developer Built, and Design-Bid-Build
- Methods, materials, costs and equipment used in various building construction specialties.
- Construction, engineering and architecture management.
- Principles and methods of architectural design
- Building codes and other applicable laws, codes, regulations, policies and procedures.
- Hazardous waste management procedures and regulations
- Budget preparation and control.
- Systems of record keeping and budget development/control.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Manage and coordinate multiple large-scale facilities projects at various stages in the planning and construction process
- Learn, analyze, and apply complex regulations, laws, and procedures to maximize District facilities options
- Attend meetings and workshops, including at night and on weekends
- Research information to keep abreast of new facility-related developments or options
- Read, understand, analyze, and troubleshoot conceptual/schematic drawings and construction blueprints
- Maintain a high energy level and work under pressure of deadlines, Board expectations, and complex procedures
- Develop accurate reports and recommendations
- Make effective presentations before the Board, administration, and community groups
- Explain complex, technical information to others
- Persuade, negotiate, and lead effective group processes
- Resolve complex operational or planning problems
- Establish and maintain effective working relationships with individuals at all levels in the organization and staff of other agencies
- Communicate effectively, orally and in writing, using correct English, grammar, and vocabulary
- Conduct business in a professional and ethical manner while promoting District interests.

EDUCATION AND EXPERIENCE:

At least eight (8) years of progressively responsible facilities planning and construction experience with emphasis on managing complex or multiple large-scale construction projects. This experience should include supervisory and school construction experience; and familiarity with the State School Facilities Program and its regulations. A bachelor's degree with courses in, or supplemented by, facilities or urban planning, architecture, engineering, project management, or public administration.

Skill in operating personal computers, including word processing, spread sheet, database applications, and automated drafting and trade programs, such as CAD.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, use of an automobile, and the ability to qualify and maintain qualifications for District vehicle Insurance coverage.

California Architect License highly desirable.

WORKING CONDITIONS:

- Primarily in an indoor office environment
- Travel by automobile to school and construction sites to inspect facilities or progress of work
- Walk around on uneven surfaces in construction sites
- Climb ladders and access roofs and construction areas
- Operate a computer and read computer screens and/or analyze blueprints, specifications, and printed regulations for long periods of time
- Make oral presentations to small and large groups
- Attendance at evening meetings is frequently required
- This job generally requires 50% sitting, 40% walking, and 10% standing

PHYSICAL ABILITIES:

- Hearing and speaking to exchange information and make presentations
- Seeing to read and analyze a variety of materials
- Dexterity of hands and fingers to operate a computer keyboard.
- Walking and using ladders to inspect sites.
- Good health and freedom from communicable diseases.
- Good physical condition, agility and strength commensurate with the duties of the class
- Honesty; loyalty, industry; initiative; dependability and good judgment
- Sitting or standing for extended periods of time