

SANTEE SCHOOL DISTRICT

DIRECTOR OF FACILITIES / MODERNIZATION

DEFINITION:

Under the direction of the Assistant Superintendent, Business Services, plan, organize, control and direct the repair of school buildings, grounds and associated equipment; develop and administer contracts for new school construction, deferred maintenance or modernization projects; provide liaison with architects, contractors, State and local agencies, District personnel and the community on matters related to construction, modernization, and facility use; supervise and evaluate the performance of assigned staff. Develop short and long-range master plans, developing and proposing alternatives for school facilities and site utilization projects.

EXAMPLE OF DUTIES:

- Monitors and coordinates the progress and development of school facility-related and modernization projects.
- Provides input and recommendations related to design programming, and specifications of new school facilities and modernization projects.
- Conducts facilities needs assessment and correlates data for use in future planning for new school facilities and/or upgrades to existing facilities.
- Coordinates the preparation of environmental assessment documents for facilities projects for compliance with the California Environmental Quality Act (CEQA).
- Development of short and long-range master plans for school housing needs by taking into consideration program requirements, enrollment projections, and alternative uses for school sites and facilities.
- Planning, organizing, and coordinating of school construction, alteration to, and relocation of, school facilities.
- Work closely with City, County, Regional, and State planning agencies.
- Oversee developer fee program.
- Oversee and coordinate new construction projects. Provide specification information to architects and engineers and review submitted specs and plans.
- Consult with outside contractors on job questions and problems, and certify work progress and final payments.
- Provide 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.
- Plan, organize, direct, and perform a variety of programs, projects and activities related to the repair of school buildings, grounds and associated equipment; effectively allocate resources to various projects including funds, staff and supplies.
- Review, develop, direct and supervise practices and priorities of school repair and modernization.
- Prepare and develop plans and specifications for repairs, additions or alterations to buildings, groups or equipment for bid by outside contractors.
- Develop and administer contracts for the repair and maintenance of District facilities and modernization projects; administer construction contracts for new schools, major alterations, deferred maintenance, and modernization projects.

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EXAMPLE OF DUTIES - continued

- Communicate with site managers/principals to establish needs and priorities for repair of school buildings.
- Prepare and administer contracts for professional services; negotiate contract changes as needed; prepare requests for proposals for professional services.
- Supervise and evaluate the performance of assigned staff, interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.
- Plan, supervise and conduct departmental in-service training programs.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to the facilities department.
- Maintain inventory records of District facilities.
- Communicate with other administrators, District personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; communicate with other departments, community members and other public entities concerning facility use, new construction, and other school-related matters.
- Confer with school principals and other District personnel on facilities concerns on an on-going basis, reconcile problems, and implement recommendations as required.
- Develop and prepare the annual preliminary budget for deferred maintenance and utilities; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Review utility usage and make recommendations for energy savings; prepare and submit requests for energy conservation projects.
- Attend a variety of meetings to maintain current knowledge of legislation, legal codes and requirements; conduct and facilitate meetings; prepare Board agenda items and attend Board meetings and other committee meetings as needed.
- Participate in selection of contract inspectors to inspect sites and assure compliance with a variety of air quality, health and safety regulations related to equipment operation, asbestos management, air quality and safety.
- Operate a computer and other office equipment.
- Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist as needed in the formulation and development of fiscal policies, procedures and programs.
- Responsible for the District safety program and chair District Safety Committee.
- Supervise disaster preparedness planning.
- Manage District security systems to ensure safety and security of all facilities.
- Conduct periodic inspection of all District facilities and grounds to ensure fire safety, other safety needs and security.
- Respond to emergency calls after hours and on weekends.
- Perform related duties as 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.

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QUALIFICATIONS GUIDE

Knowledge of: – continued

- 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.
- Planning, organization and direction of the repair activities of District facilities and grounds.
- Methods, materials, costs and equipment used in various building construction specialties.
- Principles of employee orientation, in-service training and evaluation.
- Construction, engineering and architecture management.
- Building codes and other applicable laws, codes, regulations, policies and procedures.
- Hazardous waste management procedures and regulations
- Landscape, automatic irrigation systems design and plants adaptable to existing soil and climate conditions.
- Budget preparation and control.
- Systems of record keeping and budget development/control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Plan, organize, control and direct the repair of school buildings, grounds and associated equipment.
- Plan, organize, control and direct the diversified facility programs of the District.
- Develop and administer contracts for new school construction, modernization and deferred maintenance projects.
- Supervise and evaluate the performance of assigned staff
- Assure compliance with safety practices and various code and regulatory agency requirements.
- Understand blueprints and schematic drawings.
- Communicate effectively both orally and in writing.
- Coordinate and inspect work assigned to outside contractors.
- Formulate and carry out a program of grounds activities, including new plantings; interpret landscaping plans and sketches.
- Adjust work schedule to supervise evening, weekend and emergency work crews as needed.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction, and as a team member.
- Work effectively under pressure.
- Prepare accurate budget reports and recommendations.
- Estimate material and labor costs accurately.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned operations and activities.
- Comprehend technical concepts and complex applications.
- Be persistent and patient in problem resolution.

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QUALIFICATIONS GUIDE - continued

Ability to - continued:

- Plan, recommend, and implement facilities construction, reconstruction, and emergency classroom programs.
- Project enrollment trends and housing needs.
- Comprehend State contract legal and code requirements for facilities, construction, and modernization projects.

Education and Experience:

Any combination equivalent to: course work and experience in mechanical trades, engineering, architecture or related field and eight years experience in facilities or related function, including five years experience in a supervisory capacity.

Experience in school district facilities and construction oversight, including successful supervision for modernization projects.

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 and the ability to qualify and maintain qualifications for District vehicle Insurance coverage.

Working Conditions:

Driving a vehicle to conduct work.

This position alternates between office duties performed at a desk and site inspections and training activities in various locations, including on-site work performance at schools which involve performing or demonstrating maintenance and grounds work.

Physical Abilities:

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Walking 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.

BOARD ADOPTED: November 21, 2006