

JOB TITLE: DIRECTOR – FACILITIES DEVELOPMENT & CONSTRUCTION
MANAGEMENT

PAY GRADE: CS24

LAST REVISED: JUNE 2007

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Facilities and Operations Department including facilities maintenance, energy management, grounds, custodial services, transportation, and construction projects; coordinates, facilitates and monitors capital outlay projects, and implements the capital construction process from construction stage to project completion; and coordinates assigned activities with other departments and outside agencies.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assumes full management responsibility for all Facilities and Operations Department services and activities including facilities maintenance, energy management, grounds, custodial services, transportation, and construction projects.
2. Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
3. Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
5. Plans, directs, and coordinates, through subordinate level staff, the Facilities and Operations Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
6. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
7. Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
8. Manages the construction of all District capital projects including those projects generated by facility bond funds; coordinates capital projects with scheduled maintenance activities; coordinates bid process and selection of contractors; develops management information and control processes to evaluate

work-in-progress.

9. Monitors new and remodel construction programs; inspects work-in-progress for all construction projects; prepares work-in-progress reviews; meets with staff and outside contractors to review work-in-progress, identifying and resolving problems as they occur.
10. Ensures that all construction and remodeling complies with uniform building codes and Division of the State Architect regulations relating to school and public building construction; establishes standards and suitability requirements for construction equipment, materials, and workmanship in areas including but not limited to concrete structures, fencing, athletic fields, painting, roofing, grading, drainage systems, electrical systems, interior structures, fixtures, and furniture.
11. Assists in the development of short and long range facilities plans; evaluates growth, classroom, office and public space needs; identifies options that respond to needs and plans.
12. Represents the Facilities and Operations Department to other departments and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
13. Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
14. Participates on a variety of boards, commissions, and committees; attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of capital construction, facilities development, maintenance and plant operations; incorporates new developments as appropriate.
15. Responds to and resolves difficult and sensitive inquiries from staff and the public.
16. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a comprehensive capital construction and facilities maintenance program.
- Advanced principles and practices of structure design and construction project management.
- Advanced principles and practices of program development and administration.
- Methods, techniques, materials, equipment, and tools used in the construction, maintenance, and repair of buildings and facilities.
- Methods and techniques of contract negotiation.
- Advanced math skills to perform forecasting and statistical/numerical analysis.
- Principles and practices of municipal budget preparation and administration.
- Time, material, and labor cost estimating principles and practices used in maintenance and repair projects.
- Principles of supervision, training, and performance evaluation.
- Occupational hazards and standard safety practices.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles of business letter writing and basic report preparation.
- Methods and techniques of public relations.

Ability to:

Manage and direct a comprehensive facilities maintenance and construction program.
Develop and administer departmental goals, objectives, and procedures.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Identify and respond to sensitive organizational issues, concerns, and needs.
Plan, organize, direct, and coordinate the work of lower level staff.
Delegate authority and responsibility.
Select, supervise, train, and evaluate staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Administer large-scale capital projects and coordinate design and construction.
Read, understand, and interpret drawings, plans, blueprints, and specifications for building and grounds projects.
Prepare cost estimates, write construction or equipment specifications, and prepare bids.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Interpret and apply applicable federal, state, and local policies, laws, and regulations.
Ensure adherence to safe work practices and procedures.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in construction management, engineering, architecture, industrial technology, or a related field.

Experience:

Seven years of increasingly responsible construction project management, facilities planning, and maintenance management experience including three years of management and administrative responsibility.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT - *The conditions herein 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 job functions.*

Environment: Work is performed primarily in a standard office setting with occasional outdoor environment and exposure to noise, dust, fumes and inclement weather conditions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting with occasional outdoor environment for the inspection of facilities; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.



Job Description

Hearing: Hear in the normal audio range with or without correction.