

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: ASSISTANT DIRECTOR OF FACILITIES Department: Facilities

Reports To: Director of Facilities

SUMMARY:

Under the supervision of the Director of Facilities, assists in the planning, organizing, coordinating and directing facilities planning activities related to new school construction, renovation or modernization of existing schools, relocatable classrooms and other facilities support activities. The Assistant Director plans, obtains funding, coordinates, and monitors school district construction projects. The position requires a broad knowledge of the procedures, laws and technical requirements related to the field of school facilities planning and construction.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Assists in the management of school construction projects
- * Prepares OPSC, CDE, and DSA applications and submittals; processes required forms for eligibility, funding, and continues to monitor projects through the process and closeout audits.
- * Processes and reviews environmental compliance documents. Determines work priorities and procedures; assigns appropriate personnel to complete projects.
- * Assists in obtaining new site approval through CDE, OPSC, and DTSC.
- * Coordinates site personnel during the planning, construction, and closeout phases of site construction projects or improvements when necessary.
- * Monitors project activities (e.g. costs, time and materials, schedules, budgets, change orders, etc) for the purpose of ensuring district objectives are achieved within budget and time frames and in compliance with established requirements.
- * Monitors residential/commercial/industrial subdivision activities that affect the district. Participates in negotiations with property developers.
- * Prepares bid documents for facility or deferred maintenance projects as needed.
- * Assists in developer fee justification studies and School Facility Needs Analysis plans for the district.
- * Assists in the coordination and development of short and long-range plans for the housing of students served by the district including enrollment projections. Updates the annual student classroom capacity analysis to maximize local and State funds.
- * Assists in the coordination of updates to the District's Facility Master Plan, working closely with the Director of Facilities on sources and uses of funds, status and schedule of construction and phasing of projects.
- * Serves as staff liaison to any Independent Citizens Oversight Committees (ICOC), preparing minutes, agendas, reports, and coordinating the required annual fiscal and performance audits.
- * Responsible for the coordination of the analysis, evaluation and acquisition of school sites.
- * Responds to inquiries (e.g. administrative staff, local inspectors, contractors, architects, the public, etc.) for the purpose of providing required information and/or referring to appropriate source.
- * Assists in the overall risk management process; monitors and reviews processes to ensure risk and compliance arrangements are in place; identifies external and internal risks; evaluates the likely effects of risk; provides support and training to personnel.
- * Prepares written materials, board agenda items, contracts, correspondence, memos, budgets, costs, bid invitations, calendars and schedules for the purpose of documenting activities, providing written reference, and/or conveying information. Responds to technical questions and provides information regarding routine legal mandates, policies, regulations, and operational guidelines to the public and various public agencies.

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- * Monitors school facilities legislation.
 - * Assists with interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; regarding and disciplining employees; addressing complaints and resolving problems. Attends and conducts a variety of meetings as assigned; conducts pre-bid, pre-construction and construction project meetings.
 - * Performs related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervises Facilities personnel and carries out supervisory responsibilities in accordance with the District's policies and applicable laws.

KNOWLEDGE OF:

- * Theory, principles, and practice of facility planning, public education and administration, state architect approval process, bidding process, applicable codes, ordinances and regulations as relevant to assigned responsibilities.
- * School facility construction programs, codes, rules and regulations, requirements, and restrictions.
- * Construction industry procedures, practices, plans and specifications.
- * General management functions of planning and organization.
- * School district organization and operations.
- * Maintaining professional relationships with public agencies responsible for the planning and development of the local area.
- * Computerized and manual maintenance work order systems.
- * Preventative maintenance planning.

OTHER SKILLS AND ABILITIES:

Write and speak effectively; establishes and maintains effective working relations with all district personnel, public and private agencies; analyzes situations and develops appropriate recommendations for action; initiates, plans and carries work through to completion without close supervision; operates computers; and willing to work additional hours periodically and travel locally.

EDUCATION and/or EXPERIENCE:

Bachelors Degree, or equivalent direct work experience in related field and a minimum of three (3) years experience in facilities planning; prior work experience with a school district or county office of education working with school facilities essential.

Completion of Educational Facilities Planning Certificate Program through the University of California system, or equivalent, highly desirable.

Any combination of training and experience at a level to demonstrate the ability to perform the duties and responsibilities as described is qualifying.

LICENSES AND/OR TESTING REQUIRED:

If required to operate a vehicle during the course of employment, must possess a valid California Driver's license and evidence of insurability; TB test clearance; Criminal Justice Fingerprint Clearance.

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.

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 is variable.