

Western Placer Unified School District

POSITION DESCRIPTION REVISED June 2014

Position Title: **DIRECTOR OF FACILITIES**
Department: Administrative Office
Reports to: Assistant Superintendent – Business & Operations

SUMMARY:

Under the direct supervision of the Assistant Superintendent – Business & Operations. Director of Facilities is responsible for assisting the Assistant Superintendent – Business & Operation in planning, organization, coordination and implementation of the school district facility program. The Director of Facilities will provide leadership in all aspects of facilities, maintenance and operations, including long-range planning, bond elections, communication with local agencies, developers, contractors and the public at large, facilities acquisition, construction management, application for state facilities fund eligibility and approval, developer fee program, enrollment projections, attendance boundaries, maintenance and emergency procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Assists in coordinating site personnel during the planning, construction, and closeout phases of site construction projects or modernizations.
- * Serves as the district representative to the Office of Public School Construction, State Allocation Board, Division of State Architect, Department of Toxic Substances Control and California Department of Education/School Facilities Planning Division.
- * Assists as a liaison among district administrators, construction inspectors, architects, contractors and planning and construction agencies.
- * Assists as requested in the planning of new facilities and modernization projects including planning and participation in educational specifications committees, architects, consultants and inspector selection.
- * Assists with all Office of Public Schools Construction (OPSC), State Department of Education (SDE), and Department of State Architect (DSA) applications and submittals as directed
- * Monitors residential/commercial/industrial subdivision activities that affect the district. Participate in negotiations with property developers.
- * Meets and confers with appropriate officials in the Federal, State, County, and City governments and makes professional recommendations to ensure compliance with legal requirements, construction codes and specifications.
- * Coordinates with the City of Lincoln Planning Department for such needed items as bus stops, driveway and curb cuts, sidewalk and crosswalks for new school sites.
- * Chair and implement District Board Policy 7511.(Naming Facilities)
- * Coordinates developer fee justification studies and School Facility Needs Analysis plans for the district.
- * Supervises the collection of developer fees and Mello Roos taxes for the purpose of ensuring accurate and timely receipt and recording of funds.
- * Develop, monitor and update institutional Safety Plan; coordinate communication necessary between partner districts, community agencies and partnering stakeholders to ensure accuracy of Safety Plan.
- * Provides leadership for all aspects of State Facilities and Deferred Maintenance Programs including eligibility, design approval and facilities grant awards. Develops, revises, implements and monitors the District's 5-year Deferred Maintenance Program.
- * Assist in the overall risk management process; monitor and review processes to ensure risk and compliance arrangements are in place; identify external and internal risks; evaluate the likely effects of risk; provide support and training to personnel.

- * Responsible for coordinating, scheduling, and managing the relocation of staff, furniture and equipment into new schools, new classrooms and between existing facilities.
- * Performs other duties as assigned by the Assistant Superintendent or the Superintendent.

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.

SUPERVISORY RESPONSIBILITIES:

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

EDUCATION and/or EXPERIENCE

Bachelors Degree, or equivalent direct work experience in related field. Completion of Educational Facilities Planning Certificate Program through the University of California system, or equivalent, highly desirable. Knowledge of and experience at all three school levels: elementary, middle, and high school preferred. Experience with school construction and facility development essential.

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.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to administrators, public groups/community, and Board of Trustees.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Personal computer skills. Ability to apply knowledge of current research and theory in specific fields. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustee policies. Ability to read and interpret accurately specifications and blueprints.

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.

FUNDING:

This position will be funded from developer fees, no General Fund monies will be attached to this position. This position is dependent upon adequate district facility growth.

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 Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.