DIRECTOR OF FACILITIES AND SAFETY

JOB SUMMARY

Under the direction of the Assistant Superintendent of Business Services, provides leadership and guidance in support of planning, construction, modifying and maintaining school facilities; responsible for the management of custodial, grounds, and facility use; coordinates mandated school safety plans, and oversees emergency response procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Facilities

- Coordinates the development, implementation, and maintenance of the Facilities Master Plan.
- Manages, integrates and schedules the development of facilities and construction activities to ensure timely delivery of superior learning environments.
- Works collaboratively with schools and departments to support facility needs.
- Provides, evaluates, and ensures compliance with all codes, ordinances, guidelines and programs related to construction program needs.
- Assists in the development of facility budgets.
- Consults with architects, technical consultants, and contractors to develop projects, work plans, and cost estimates.
- Provides, advises, and coordinates oversight of all legal matters including site acquisition and construction claims mitigation.
- Prepares, reviews, and coordinates all communications, Board of Trustees reports, presentations, and correspondence.

MOG

- Oversees all aspects of maintenance, operations, and grounds.
- Ensures compliance with federal, state and local codes, laws, and regulations.
- Coordinates and schedules maintenance, operations and grounds services.
- Manages departmental expenditures and ensures prudent fiscal management in the application of assigned funds.
- Provides ongoing reviews of organizational structure, staffing, and departmental policies and procedures, including performance evaluations.
- Provides for regular inspection and evaluation of district facilities and vehicles.
- Prepares and administers public works and field service contracts for the maintenance and repair of district facilities.
- Manage the use of facilities for non-school uses and the contracts, leasing and fees associated including communicating with local park and recreation departments, city office personnel, and various civic groups regarding the use of facilities and fees.

Safety

- Assists with the development and implementation of mandated school safety plans (CSSP, SPEP, IIPP, HIPP, etc.) to include Occupational Safety and Health Administration (OSHA) trainings, supervision of general building conditions, and site based emergency response programs.
- Collaborates on policy and procedure development for the school district safety program.
- Recommends changes in safety systems and operations based on current industry knowledge and results of school safety reviews.
- Performs routine walkthrough inspections of all facilities as required in the Injury and Illness Prevention Plan (IIPP), Facility Inspection Tool (FIT), and other ordinances.
- Maintains Material Safety Data Sheets (MSDS) and chemical safety information as required by OSHA.
- Responds to emergencies for addressing immediate safety concerns, including emergency calls after hours and on weekends.
- Attends meetings, workshops, and/or in-service trainings for the purpose of conveying and/or gathering information required to perform safety functions.
- Facilitates meetings and workshops (e.g., employee safety trainings, district safety committees, etc.).
- Presents a variety of safety updates and programs to Executive Cabinet and Board of Trustees.

Additional Duties and Responsibilities

- Hires, supervises, and evaluates the work of assigned staff.
- Organizes and coordinates appropriate staff development activities to ensure proper training, certification(s,) and equipment needs are provided.
- Participates in facilities planning, as a member of committees, and study groups.
- Serves as the District liaison with local, state and federal agencies such as OSHA, Division of State Architect (DSA), etc.
- Other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- General characteristics and relative costs of various methods of construction, architectural features, building and room designs for all types of school uses.
- Construction, engineering, architecture, and maintenance management.
- Current trends in school building design and construction.
- Construction project delivery methods including Multi-Prime, Construction Manager At Risk, Design- Build, Lease-Leaseback, Developer Built, and Design-Bid-Build
- Materials, costs and equipment used in various building construction specialties.
- Federal requirements, State School Building Program guidelines, and local agency approval practices and procedures.
- California Administrative Code, Public Contract Code, Education Code, and related codes of regulations
- Planning, organization, and direction of custodial services, maintenance and repair activities of District facilities and grounds.
- Energy management and utilities conservation measures.

- Decorative and water efficient landscape and field maintenance.
- Pesticide/hazardous waste management procedures and regulations.
- Storm water management regulations and best practices.
- MSDS chemical safety and OSHA requirements for record keeping purposes.
- School Safety plans, emergency response requirements, and trainings.
- Systems of record keeping, inventory control and budget development/control.
- Principles and practices of administration, supervision and training.

Ability to:

- Understand the role of facilities in support of instructional programs.
- Develop and administer contracts for new school construction, modernization and deferred maintenance projects.
- Plan and direct a large, complex operation that involves coordination of multiple activities.
- Read, interpret and apply complex rules, and regulations as it relates to federal and state program, funding, and assessment information.
- Plan, organize, control and direct the maintenance, repair, alteration and construction of school buildings and grounds.
- Articulate and understand complex issues and facilitate effective problem solving.
- Estimate material and labor costs accurately.
- Assure compliance with safety practices and various code and regulatory agency requirements.
- Coordinate and inspect work assigned to outside contractors.
- Meet schedules and timelines.
- Prepare accurate budget reports and recommendations.
- Formulate and carry out a programs for custodians, maintenance and upkeep activities.
- Adjust work schedule to supervise early morning, evening, weekend and emergency work crews as needed, and available to handle emergencies at any time.
- Develop and maintain cooperative relationships with numerous stakeholders, community members, certificated and classified staff.
- Work independently with little direction, and as a team member.
- Work effectively under pressure.
- Provide leadership and direction in all areas of identified responsibility.
- Accept direction and follow written and oral instructions.
- Use interpersonal skills with tact, patience and courtesy.
- Direct, train, support, supervise, manage and evaluate personnel.
- Apply pertinent laws, regulations and principles in reaching conclusions and making decisions.
- Share and delegate responsibilities.
- Respect and maintain professional confidence.
- Communicate effectively with staff, parents, Principals, school sites, community members, and government agencies in both oral and written form.
- Plan and present professional development.
- Maintain regular and consistent attendance.

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.

WORKING CONDITIONS

Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- 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.
- Daily contact with district and school staff
- Constant interruptions
- Moderate to high stress level

Physical Abilities

- Hearing and speaking to exchange information in person and on the telephone
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials
- Standing for extended periods of time
- Bending at the waist, kneeling or crouching to file materials
- Occasionally lift and/or move up to 50-75 pounds
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position

LICENSES AND OTHER REQUIREMENTS

- Valid California Class C driver's license, use of an automobile and the ability to qualify and maintain qualifications for District vehicle insurance coverage.
- Asbestos Certification
- Certified Playground Safety Inspector (**CPSI**)
- Qualified Applicator License (**QAL**)
- Storm Water Professional Certification
- Leadership in Energy and Environmental Design (LEE)
- Qualified MS4 Compliance Professional

CLEARANCES

- California Department of Justice (DOJ) fingerprint clearance
- Pre-employment physical examination and drug screen clearances
- Current Negative TB Screening
- COVID-19 Test

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