

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: EXECUTIVE DIRECTOR, FACILITIES PLANNING, MAINTENANCE, OPERATIONS AND TRANSPORTATION

BASIC FUNCTION:

Under the general direction of the Assistant Superintendent Business Services, develops, plans, organizes and directs the building and grounds maintenance, equipment maintenance, transportation and facilities planning for the District; develops and recommends policies and procedures for carrying out the functions of the department in an efficient, cost-effective manner; makes arrangements for additional space availability, location needs, relocation of classes and students, improvements, modernization and modifications of facilities, grounds, equipment and utilities; coordinates related improvement activities, repairs, and/or construction matters, as well as site security and safety issues, either personally or through assigned subordinates; coordinates and assists in supervision of all custodial operations, activities and personnel to assure the proper cleaning and maintenance of assigned buildings and facilities. Supervises all District transportation activities, including the maintenance of the district bus and white fleet. Supervises the District Proposition 39 Energy Savings program.

ESSENTIAL DUTIES:

Plans, organizes, directs and controls the work of the Facilities, Maintenance, Operations and Transportation Department; directly supervises and confers with the Department's supervisory personnel.

Coordinates and organizes design, construction, reconstruction, alteration and relocation of school facilities including the construction of new school facilities, portable classroom buildings and other District facilities.

Selects, assigns duties, responsibilities and provides training to assigned personnel; supervises and evaluates, directly or through subordinate supervisory personnel, all personnel assigned to the Department; trains, assists and counsels department supervisors in their management of assigned personnel.

Reviews, evaluates and selects consultants, contractors and vendors according to qualifications and State law for project participation. Coordinates and directs consultant, contractor and vendor functions involved in the design, construction and inspection of District projects; oversees and participates in the preparation, development and maintenance of related contracts, plans, drawings and specifications; reviews and evaluates specifications and documents to assure compliance with established architectural and engineering standards and coordinate work with the Office of Public School Construction, the Department of Education, Division of State Architect (DSA), the constituent cities of the District, the County of Orange and other public agencies.

Receives requisitions and work requests from schools and departments; confers with the originators of the requisitions or work requests, as necessary, to plan and schedule work; determines material needs and costs; orders necessary supplies and equipment; assigns personnel to projects; coordinates work assignments; advises originators on timing and estimated completion dates.

Prepares and manages the budget and expenditures for Capital Projects, pursues matching funds or grants to augment District capital funds, reviews and evaluates project costs, ensures proper controls and authorizes expenditures in accordance with established policies, and assists with all accounting and audit requests for facilities projects. Prepares and administers an annual budget for the Facilities, Maintenance, Operations, and Transportation Department; estimates and/or projects equipment, materials and personnel requirements and costs for inclusion in the District's Annual Budget; operates the department in an efficient, cost-effective manner within the department's budget allocations.

Confers with school principals and/or other district administrative personnel regarding the maintenance and repair of schools and other facilities.

Provides for inspection of district-owned or leased properties and facilities on a regularly scheduled basis to ensure that such properties and facilities are being properly maintained in accordance with established district standards; submits reports on the condition of existing district properties and facilities, and makes appropriate recommendations for maintaining those properties and facilities.

Maintains and regularly updates computer aided design (CAD) site plans for all district-owned property.

Supervises and coordinates the activities of District personnel designated to assist in carrying out assigned construction/remodeling duties.

Plans, organizes, and directs the operation, inspection, maintenance, repair and storage of school buses and other district white fleet vehicles.

Coordinates and implements a departmental safety program.

Attends Board of Trustees' meetings as directed or required.

Plans, budgets, and schedules facilities modifications, including cost estimates, bid sheets, layouts, and contracts for construction and acquisitions.

Plans and arranges for location of facilities to meet space needs for educational and administrative support services of the District.

Prepares proposals and specifications for the modification, improvement, and/or construction of facilities or related needs for submission to the Assistant Superintendent Business Services.

Directs the process in identifying and recommending appropriate architects, contractors, vendors, and suppliers of related materials and services.

Inspects construction and installation progress to ensure conformance to established specifications, and serves as liaison with architects on all related projects.

Arranges for inspections by contractors, fire and health department personnel, city and county inspectors and other personnel, or others mandated by various building and safety laws.

Writes specifications for building needs when leasing space from outside vendors, and works out the details in establishing timely set-up and delivery.

Reads and interprets blueprints, plans, and specifications in order to assure that all construction/remodeling work performed is done in conformance with District standards as detailed in the blueprints, plans, and specifications for the assigned school site.

Prepares bid specifications, bidding processes, and construction contracts, as required.

Inspects district facilities and properties, and makes recommendations relative to repairs, modifications or other changes; providing information as to probable costs and possible sources of available funds.

Prepares and/or modifies plot plans, drawings, lay-outs, floor plans, and other data as required, either pictorially or diagrammatically, for purposes of making presentations or submitting proposals.

Inspects work sites and reviews work to assure the proper and efficient completion of assignments and compliance

with standards of cleanliness, safety and security.

Instructs custodial personnel in the proper performance of duties, appropriate use of chemicals and equipment, as well as the implementation of good safety practices and procedures.

Maintains regular communication with the Assistant Superintendent, Business Services and school site principals concerning scheduling, assignments, problems, and the work of the custodial staff.

Meets with and advises school site and facility administrators, faculty and other school site personnel regarding custodial activities and operations.

Orders and assesses the effectiveness of custodial supplies and equipment; interfacing with the Purchasing Department to ensure the quality and cost-effectiveness of the products and equipment being purchased; makes necessary arrangements for maintenance of an adequate supply to meet the on-going needs of the District; makes recommendations relative to the purchase of new equipment, as needed.

Prepares and maintains various records and reports relative to custodial operations, activities, and personnel.

Coordinates communication and activities with other District departments and personnel, public safety agencies, local utilities, contractors, vendors and others, as necessary; attends various meetings, seminars, and inservices.

Performs other related duties as required or assigned.

OTHER REPRESENTATIVE DUTIES:

Reads and interprets blueprints, plans, and specifications in order to assure that all construction/remodeling work performed by District personnel is done in conformance with District standards as detailed in the blueprints, plans, and specifications for the assigned school site.

Is responsible for pupil transportation, including the supervision of the employees of contracting bus companies while such employees are performing transportation services for the District

Develops and implements methods and procedures for the control of vandalism and burglary.

Conducts investigations of new products, procedures, or processes to be used in the construction, maintenance, repair, modification of facilities, utilities, equipment, and/or energy conservation, and makes recommendations as to their use by the school district.

Prepares documents, reports, applications, and other records required by the Office of Local Assistance or other regulatory agencies.

Maintains accurate records relative to facilities modification and construction projects.

May be assigned to assist in demographic studies of student residences; in making determinations as to classroom availability, relocation of students, need for additional classrooms, and facilities modification or construction.

Assists in budget preparation; providing estimates and recommendations, as requested; monitors revenues and expenditures.

Responds to calls regarding vandalism, break-ins, fires, and other emergencies at District sites, as required or necessary.

Assumes responsibility for the supervision and direction of Custodians and their activities during summer and other recess periods when school principals are not scheduled to work.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to, receives direction from, and is evaluated by the Assistant Superintendent Business Services.

Directs, supervises and evaluates the activities of assigned clerical and other personnel.

Internal Contacts: Continuing contact with members of the Board of Trustees, school and district-level administrators, and other district personnel.

A member of the District's Management Team.

External Contacts: Continuing contacts with vendors, contractors, architects, engineers, city and county officials, insurance and safety inspectors, and others.

QUALIFICATIONS

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.

KNOWLEDGE OF:

Methods, equipment and materials used in the construction, maintenance, operation, and repair of school or other public buildings or related facilities; including painting, plumbing, heating and air conditioning, electrical, carpentry, masonry, custodial, grounds, and locksmithing.

Applicable laws, codes, and regulations relative to the construction, repair, additions, and alterations to equipment, property, buildings, and other facilities, including Federal and State laws relative to handicap access, and the regulations and requirements established by the Division of the State Architect relative to construction and/or modification of school facilities.

The necessary requirements for maintaining school buildings in a safe, clean and orderly condition.

Modern cleaning methods, including basic methods of cleaning and preserving floors, chalk boards, carpets, furniture, walls and fixtures.

Proper methods for storing equipment, materials and supplies

Health and Safety Regulations, standards and practices; including Titles 19 and 21 of CALOSHA.

Laws, codes and regulations of A.H.E.R.A.

Principles of effective personnel management, supervision, training, organizational structures, and behavior.

Sound management practices in the areas of budget planning, scheduling and controlling expenditures.

Principles of effective personnel management, supervision, training, organizational structures and behavior.

Custodial, grounds, operations and transportation methods and activities, as well as district goals and objectives.

Preparation and maintenance of clear and accurate records and reports.

Business and contract law; including the development of specifications for inclusion in bidding processes and resultant contracts.

Public and community relations.

ABILITY TO:

Use interpersonal skills with tact, patience, and courtesy.

Plan, organize and direct broad-based maintenance, operations, transportation and facilities programs and activities.

Develop and administer multi-faceted budgets for maintenance, operations, transportation and facilities.

Compile data and develop summary reports.

Select, supervise, train, and evaluate subordinate personnel.

Assign, review, and inspect work performed by contractors, construction, operations, maintenance and transportation personnel.

Work independently with little or no direction.

Analyze situations accurately and adopt effective courses of action.

Meet schedules and time-lines.

Read, interpret, and apply laws, codes, rules and regulations, applicable to maintenance trades, facilities, and construction.

Read and interpret technical trade manuals, instructions. and guidelines.

Work from blueprints, shop drawings, and sketches, and to make appropriate changes and/or updates.

Calculate figures and amounts, such as discounts, interest, commissions, proportions, percentages, area, circumference and volumes. Ability to apply concepts of basic algebra and geometry.

Estimate materials and labor costs for construction, maintenance, repairs, additions, and alterations to school buildings and other district facilities.

Prepare written contractor agreements; including the description of conditions for the completion of building/maintenance projects and/or delivery of equipment and materials.

Negotiate for, coordinate, and facilitate the timely completion of services to meet the space and facility needs of the District.

Coordinate and schedule custodial operations and activities; instruct custodians in proper cleaning procedures, appropriate care and use of equipment and chemicals used in custodial work.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Establish and maintain cooperative working relationships with others.

Exercise initiative and sound judgment in evaluating alternative courses of action and make recommendations accordingly.

Performs other related duties as required or assigned.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk and hear; sit; and use hands to handle or feel. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to climb or balance, as well as stoop, kneel, and crouch. The employee must occasionally lift and/or move objects weighing up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

EDUCATION AND EXPERIENCE:

Education: Any combination equivalent to: A Bachelor's degree in Engineering, Architecture, Business Administration, or a closely related field, from a recognized college or university.

Experience: At least five years of recent experience in a responsible supervisory capacity in facilities, maintenance, operations, or transportation, and/or construction of buildings, preferably involving work with public schools. However, additional experience over and above that noted herein may be substituted for the formal education requirement on a year-for-year basis.

WORK ENVIRONMENT:

Work performed would generally be performed in an office environment. The noise level is usually moderate. However, work performance may frequently require travel and visitation to schools and other worksites; exposure to moving mechanical parts; high, precarious places; fumes or airborne particles; and outside weather conditions.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California Drivers License, as well as a dependable mode of personal motorized transportation.

Insurability by the District's insurance carrier.

Possession of a Qualified Applicator License issued by the Department of Pesticide Regulation, or, completion of the license within six (6) months of employment.

A General Contractor's License or other specialized construction trade license issued by the State of California is desirable.

APPROVED BY: Board of Trustees DATE: September 1, 1994

APPROVED BY: Personnel Commission DATE: September 7, 1994

REVISED BY: Personnel Commission DATE: May 11, 2010
DATE: August 11, 2015