



JOB DESCRIPTION

Position Code: 341
Classified Group: SJAA
Salary Range: 21
Work Days: 225
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POSITION TITLE: Director, Facilities Construction and Modernization

DEFINITION: Under general direction, responsible for the coordination and management of facilities and new construction relating to general obligation bond expenditures contracted to public bid; coordination and management of facility improvements, renovations and new construction projects self-performed by the District without third party construction management; coordinate plan design, review and approval for projects with Architect, maintenance department and school site staff; manage district third party construction management services, review change order costs and responsibilities; management and direct DSA inspection and closeout responsibilities.

DIRECTLY RESPONSIBLE TO: Assistant Superintendent, Facilities, Maintenance and Operations

SUPERVISION OVER: Classified personnel as assigned

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Oversee the management of district-wide facility improvements, renovations and new construction projects during planning design, bid, construction, closeout and certification related to the General Obligation Bond, Developer Fee, State Modernization and New Construction funds.
2. Coordinate with district personnel, community groups and other public agencies in the development of short and long term master plans.
3. Prepare and maintain the district facilities master plan.
4. Ensure proper coordination of scope design and construction scheduling with all stakeholders.
5. Evaluate current bid climate and product costs to determine most cost effective construction delivery approach.
6. Assist in the selection of consultants for assigned project, the negotiation of appropriate fees and recommend approval of contracts.
7. Administer construction contracts, direct efforts of project team, including contractors, designers and project managers; interpret contract requirements and ensure proper documentation.
8. Conduct regular meetings with third party construction management representatives and Inspectors of Record to coordinate, plan and review status of projects.
9. Review contractor requests for change due to design, time, product cost, mismanagement or other conflict.
10. Manage conflict resolution between owner, architect, contractor, construction management, Inspector of Record or other interested/involved party.
11. Initiate purchase orders, approve invoices, manage multiple fund sources and maintain up-to-date financial records and end-of-job cost forecasts.
12. Oversee the closeout and certification of projects with associated agencies (i.e. DSA, OPSE, CDE, City, County and Joint-Use Partners).

13. Report Bond activity to the Citizens' Oversight Committee, School Board, Superintendent and other applicable district staff.
14. Make presentations as needed to inform designated parties of the purposes, practices and progress of Bond Program progress and respond to relevant questions and concerns.
15. Assist in the formulation of long-range capital plan updates for the district.
16. Coordinate all project activity with site administrators; present project status updates to management.
17. Supervise and direct efforts of assigned personnel.
18. Perform related work as required.

QUALIFICATIONS:

Education and Experience:

Any combination of education and experience equivalent to a Bachelor's degree from an accredited college or university in a technical field related to architecture, engineering, planning or construction management plus six (6) years of progressively responsible experience in project management / construction; related experience in a public school system highly desirable.

Licenses and Certifications:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of construction means, methods, safety standards and job-site management
- Knowledge and ability to apply construction management principles, including scheduling, financial management, sub-contracting, bonding and insurance
- Familiarity with and ability to interpret applicable building codes, safety standards, environmental protection regulations and accessibility standards
- Excellent oral and written communication skills
- Ability to manage multiple contracts and contractors to complete complex, multi-phase building and infrastructure projects
- Ability to run large meetings and facilitate problem solving among multiple disciplines
- Ability to prepare and deliver formal presentations
- Ability to utilize and apply computerized project management systems and techniques to develop project schedules and analyze contractor requests for time extensions
- Ability to work effectively with administrators, managers, consultants and representatives from a wide variety of public agencies
- Ability to monitor and track expenditures and implement cost controls as needed

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Frequently outdoor setting
- Moderate noise
- May drive a vehicle to conduct work

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Sufficient vision to read volumes of printed material
- Sufficient hearing to conduct in-person and telephone conversations
- Sufficient physical mobility to move about the district and drive a car
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups
- Physical, mental and emotional stamina to endure long hours, under sometimes stressful conditions

Other Characteristics:

- Ability to work additional hours and weekends on occasion

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 5/14/2013
Revised: 12/9/2014