

**PLEASANTON UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE:** Assistant Director of Facilities and Construction

**CLASSIFICATION:** Classified Management / Coordinator III

**REPORTS TO:** Executive Director of Facilities, Construction and Bond Programs

**JOB DESCRIPTION:**

The Assistant Director of Facilities and Construction reports to the Executive Director of Facilities, Construction and Bond Programs. Under general direction, responsible for programs and the work of staff and contractors to renovate, expand and construct District facilities, to assist in the direction of the inspection and approval of all construction work; to provide technical assistance in the planning and execution of the Districts Facilities Master Plan, multiple bond Implementation Plans. Develop, maintain and support the program/project budget and schedule planning and to perform other job-related duties as required.

**PERFORMANCE RESPONSIBILITIES (included but are not limited to the following):**

- Assists with overseeing the work of, directly and through subordinate levels of supervision, construction project supervisory and inspection staff, whether employees or contract staff, when involved in District construction programs.
- Confers with the Executive Director of Maintenance, Operations, and Grounds and other District personnel in planning construction programs and other facilities development programs.
- Assists in the establishment of project schedules and project priorities and monitors progress.
- Oversees contracts and maintains financial records.
- Develop, maintain and support program/project budget development
- Assists with reviews and authorizing progress payments.
- Assists with management of emergency situations.
- Assists in hiring and evaluating personnel and in supervising as required.
- Assists with selecting, engaging, and evaluating consultants, and in administering consultant contracts.
- Assures compliance with applicable codes, regulations, and laws.
- Assists with monitoring departmental budget.
- Assists with recommending and the implementation of approved new programs or reorganization policies for the Department.
- Assists in reporting facilities activity to the Board Facilities Committee and bond activity to the Citizens' Oversight Committee, School Board, Superintendent and other applicable district staff.

- Assists with planning and organization of the School Facilities Funding programs and any other available funding.
- When needed, attends city, county, state, community meetings and hearings concerning school facilities and funding.
- Assists with the application process for various incentive funding programs.
- Stays informed on government regulations and legislative issues relative to school funding and construction.
- In collaboration with the Executive Director of Facilities, Construction and Bond Programs, develops, distributes, and interprets periodic updates to the Board of Education and others on the status of school planning, construction, the District Facilities Master Plan and school bonds.
- Coordinates the construction and modernization of school facilities; administers construction contracts and supervises construction inspectors employed by the District.
- Ensures compliance with applicable codes, regulations and laws. Complies with Federal, State, County and local regulatory agency requirements.
- Directs the development and implementation of facility software applications and systems.
- Performs job-related duties as assigned.

#### KNOWLEDGE OF:

- Industry standards for architecture, engineering and construction.
- School building construction including materials, methods, equipment and building details; building, safety and education codes and regulations.
- Division of the State Architect's requirements and operations, techniques of preparation of cost estimates.
- School bonds planning and implementation.
- Bond program and facility budget planning
- Program/project scheduling and project management
- Principles of supervision and training.
- Principles of business, personnel management and public agency purchasing.

#### ABILITY TO:

- Plan, schedule, organize, monitor and administer facility construction functions.
- Interpret and administer construction contracts.
- Train, instruct and supervise employees.
- Prepare written and oral reports.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally and in writing.
- Read and interpret construction plans and specifications.
- Work well with oversight committees.

#### TRAINING AND EXPERIENCE:

- Education: Graduation from a four-year accredited college or university with a degree in business, architecture, construction management, civil engineering, or related field or equivalent training/work experience is required. Completion of certification programs in related fields is desirable.

- Experience: Five (5) years of progressively responsible management experience in the areas of planning and development, architecture/building construction, bond construction management, facilities management, or similar field. While direct experience in a K-12 public school, college, or university is not required, such experience is desired.
- Budget preparation and administration.

LICENSES AND CLEARANCES:

- TB Clearance
- Department of Justice fingerprint clearance for the Pleasanton Unified School District
- Possession of a valid California driver's license with no restrictions, which would preclude driving on the job, is a continuous requirement.

TERMS OF EMPLOYMENT:

220 Days; Classified Management Confidential Salary Schedule

BOARD APPROVED: 08/10/23