

JOB DESCRIPTION

TITLE: Director, Facilities Management

CLASSIFICATION: Classified Management

REPORTS TO: Deputy Superintendent

DESCRIPTION:

Under general direction, performing various administrative duties involving a high degree of responsibility and judgment and providing technical assistance in the planning and execution of the District's construction program. Providing a liaison between the District and all other related parties including Office of Local Assistance, Office of State Architect, District architect, school site personnel, developers, contractors, city and county planners, district attorneys, and community; and performing other job-related duties as required.

PERFORMANCE RESPONSIBILITIES:

- * Coordinating the District's building program and serving as the District liaison with subdividers and builders.
- * Participating in the planning of all new construction and remodeling projects in the school district.
- * Directing the development of educational specifications for school facilities, beginning with site acquisition and continuing until facilities are finally accepted.
- * Supervising the preparation of plans and specifications for noncontract construction work.
- * Preparing comprehensive oral and written reports.
- * Reviewing architectural drafting in the preparation of final and working drawings for building alterations and remodeling, site plots, and portable classroom layouts, and acting as a liaison for the District architectural services.
- * Coordinating and inspecting work of contractors who use District drawings for work done in the District.
- * Acting as liaison between the District, the city fire department and the state fire marshall.
- * Attending subdivision meetings with City Planning Department and subdividers, representing the District's interest in proposed schools and school sites.
- * Conducting studies for future school needs.
- * Coordinating the acquisition and disposal of school sites and buildings.

QUALIFICATIONS:

Knowledge of:

Architectural drafting procedure; school building construction and building details and materials; building and safety codes and regulations; methods, materials and equipment used in school building construction.

Ability to:

Evaluate final and working drawings for building alteration and remodeling; read and interpret building plans and specifications; inspect building construction projects to determine conformity to plans and specifications; inspect building construction projects to determine conformity to plans and specifications; conduct field surveys, gather data, and prepare reports; read and interpret plans and specifications; establish and maintain cooperative relationships with those contacted in the course of work.

Education and experience:

Equivalent to the completion of a full four-year course of study leading to a bachelor's degree in an appropriate field; four years of increasingly responsible experience in facilities management, construction planning, facilities maintenance or closely related field.

TERMS OF EMPLOYMENT:

225 days, Management Salary Schedule

BOARD APPROVED 1/24/95

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