

North Monterey County Unified School District

CLASSIFIED MANAGEMENT POSITION DESCRIPTION

Position Title: **Facilities Planning and Construction Director**
Department: Business Services
Reports to: Assistant Superintendent – Business Services
Salary Level: Grade 9
Calendar: 225 days

DEFINITION:

Under the direction of the Assistant Superintendent of Business Services, the Facilities Planning and Construction Director shall plan, implement, coordinate and supervise the District's support functions ensuring facilities construction, maintenance, appropriate grounds condition, compliant classrooms and other facilities to support the educational programs of the District.

DISTINGUISHING CHARACTERISTICS:

Provide technical and construction project management support services in connection with school site improvements, modification of facilities, and new construction projects. Prepare and review project plans and specifications; coordinate, plan, and direct the work of others; inspect projects; and supervise or prepare all documentation required for the successful completion of projects under their supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Direct and coordinate the planning, development and implementation of a comprehensive program of facilities and grounds construction, maintenance and improvement for all District sites and facilities.
- Oversee and manage the development of school facility renovation and new construction and ensure conformance with contract documents and compliance with all provisions of the public contract code and bid requirements
- Facilitate the construction process so that educational goals and objectives can be met during construction and work collaboratively with district staff, contractors, and consultants to mitigate the impact of construction on educational programs.
- Represent the District in planning construction-related matters with State and local agencies.
- Manage and direct architects, consultants, and contractors to assure the feasibility of projects prior to constructions and to maintain quality control during construction
- Oversee project budgets and maintain construction project records to ensure cost containment and monitor all aspects of change orders in collaboration with the Assistant Superintendent of Business Services.
- Coordinate the development and administration of the District deferred maintenance program.
- Oversight of the district safety committee and program
- Review, plan, estimate, and schedule work assignments on school site improvements, modification of facilities, and/or new construction projects.
- Prepare construction project bid documents; study and analyze the terms and conditions of contract agreements, plans, specifications, addenda, and interpretations.
- Confer with prospective contractors and solicit formal and informal bids or proposals;
- Review and approve payment requests.
- Responsible for establishing, tracking, and reporting of budgets and actual results for all projects that fall within the scope of the bond program.

- Review plans and specifications as to feasibility of construction and advise building inspectors and maintenance personnel as required.
- Oversee the maintenance of project records and site files.
- Supervise and schedule building inspectors as required.
- Respond to emergencies as necessary.
- Prepare reports, maintain records, and ensure compliance with current standards, codes and ordinances.
- Coordinate site visits, pre-bid, pre-construction conferences, and attend job meetings as required.
- Coordinate and maintain communication and cooperative working relationships with site Administrators and other District personnel, outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; communicate with other departments, community members and other public entities concerning facility use, new construction, and other school-related matters
- Provide technical assistance to the Superintendent/Assistant Superintendent of Business Services as needed.
- Provide staff support to the Citizens Oversight Committee
- Provide periodic updates to the Board of Directors
- Oversee the design, establishment, and implementation of comprehensive mandated safety awareness and compliance programs for maintenance and custodial staff.
- Ensure District compliance with applicable federal, state, and local mandates governing environmental protection, hazards to buildings and building occupants, public safety, and access compliance.
- Actively participate in the development of budgets and assume appropriate fiscal controls to ensure prudent fiscal management in the application of District funds.
- Develop and implement facility funding plan; actively seek multiple funding sources to ensure maximum District financial eligibility; pro-actively ensure financing and implementation of the Facilities Master Plan.
- Administer the hiring, training, supervision, evaluation, assignment and distribution of Maintenance and Operations personnel in support of the District's mission.
- Supervise and evaluate the performance of assigned staff
- Maintain up-to-date knowledge of legislation, legal codes, and requirements as they pertain to schools
- Manage district security systems to ensure safety and security of all facilities

OTHER DUTIES:

- Oversee the screening, approval, and distribution of work orders/assignments to departmental personnel, based upon factors such as trade or skill-level necessary, worker availability, urgency, and workload.
- Develop and administer bids and contracts for the repair and maintenance of District facilities, including needed professional services
- Administer construction bids and contracts for new schools, major alterations, deferred maintenance and modernization projects
- Conduct pre-bid, job start and regular construction progress meetings
- Develop construction deficiency lists and participate in the development of the project punch-list and review substantial completion, final completion and project closeout submittal and assist in the final close out and occupancy procedures.
- Prepare and develop plans and specifications for repairs, additions or alterations to buildings or purchase of equipment in preparation for the bid process
- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- High school graduate (or equivalent)
- Graduation from a two or four year college program in Construction Management or the equivalent experience; any combination equivalent to coursework and experience in mechanical trades, engineering, construction, architecture, or related fields

- Five years' experience in maintenance, grounds, custodial or related function including experience in a supervisory capacity
- Five years of experience in working on construction-related issues with state agencies including the Office of Public School Construction (OPSC), Division of the State Architect (DSA), and California Department of Education (CDE).
- Skill in operating personal computers including word processing, spread sheet and data base programs
- Possession of a valid California driver's license with the ability to obtain insurance with no restrictions which would preclude driving on the job; if driving district vehicles will be subject to pull notice process.

Licenses and other Requirements

- Additional certifications and licenses in areas of construction, architecture, engineering, or professional project estimating

Knowledge of:

- Principles and practices of effective supervision and training
- Applicable laws, codes, regulations, best business practices related to assigned areas of responsibility
- State and county codes and regulations related to construction
- Department of Housing regulations pertaining to public school districts
- Public Contract Code and appropriate bidding procedures
- Plan-checking and all phases of building inspection, structural plumbing, electrical, HVAC, landscaping and building envelopes
- General facilities maintenance and operations requirements for a local educational agency
- Procurement process and the application of the formal bid procedures
- Best business practices for assigned areas of responsibility
- Effective labor relations practices and procedures
- Custodial practices and procedures
- Budget preparation and control
- Knowledge of Cal-OSHA Regulations

Ability to:

- Meet schedules and timelines
- Direct the overall operation of the Facilities, Maintenance, and Operations Department
- Work in a multi-tasked, fast-paced environment
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action to appropriately mitigate the issues
- Plan, schedule, and evaluate the work of others
- Communicate effectively both orally and in writing
- Prepare formal presentations in both technology-based and manual formats
- Meet and communicate ideas and goals effectively in a public setting.

DESIRED QUALIFICATIONS:

Any combination equivalent to:

- Bachelor's Degree with a major in architecture, construction management, civil engineering or a related field
- Related experience in the public school system
- Red Cross First Aid Certificate, including CPR training

WORKING CONDITIONS:

Work Environment:

The working environment shall be indoors and outdoors, sometimes in inclement weather and walking over uneven surfaces. Noise levels will vary from normal office levels to the increased levels of construction sites.

Physical Demands:

This position involves sitting, walking, standing, climbing, kneeling, stooping, crawling, reaching and bending on a regular basis. The incumbent must be able to accurately perceive sound, see near and far with the ability to read small print. Ability to occasionally lift and/or move up to 100 pounds.

Hazards:

There will be regular exposure to fumes, dust and odors

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: 12/16/2016