



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED MANAGEMENT JOB DESCRIPTION

JOB TITLE: DIRECTOR OF FACILITIES AND CONSTRUCTION
REPORTS TO: Associate Superintendent Chief Business Officer **SITE:** District Office
CLASSIFICATION: Classified Management **WORK YEAR:** 12 Months
SALARY: Administrator-Manager Salary Schedule- Level 8
APPROVED BY THE BOARD OF TRUSTEES: September 11, 2024

JOB SUMMARY:

Under the general direction of the Associate Superintendent Chief Business Officer, oversee and implement all aspects of facility planning, programming, design, construction, and modernization placing maximum emphasis on leading staff in a positive response to the concerns and needs of the District, in coordination and conjunction with the SMUHSD goals and objectives. The Director of Facilities and Construction must possess strong management and interpersonal skills to conduct short- and long-term facility planning, identify state and local construction funding sources, direct budget planning, administration of facilities support services, and maintain cooperative and productive relationships with state and local agencies, community groups and residents, and District administrators and consultants. The duties and responsibilities include general obligation bonds, deferred maintenance, and the Burlingame Aquatic Center.

ESSENTIAL FUNCTIONS:

- Direct the District facility planning efforts for modernizing existing schools and building new construction projects.
- Monitor and be responsible for progress of construction managers, architects, and all projects; prepare and submit regular and timely reports, as directed.
- Coordinate facility planning with the administrators of construction and maintenance functions to ensure efficiency of operation and adherence to timelines.
- Serve as the District's authorized agent for the State School Building Program, Division of State Architect, and California Environmental Quality Act.
- Represent the District in relationship with local and state agencies in the process of developing and implementing a variety of District activities; work closely with city, community and consultants to ensure projects are cooperatively implemented.
- Direct and evaluate other District personnel.
- Advise District administrators concerning the requirements of facility planning and governmental relations.
- Prepare reports on facilities support services and monitor and assess operations through review of supervisors' reports, site inspection reports, work performance reports, and maintenance costs.
- Keep current on state legislation affecting all areas of District facilities and operations.
- Represent the District in meetings with the Board of Trustees, Citizens' Oversight Committee, and general public as required in matters relating to the financial management of general obligation bond programs.
- Arrange for disposal of surplus property through re-issue and/or public sale or auction.
- Invite and accept bids, evaluate bids to determine lowest responsible bidder and acceptability of items bid, participate in developing product specifications and preparation of contracts, supervise preparation of purchase orders, and review and approve orders.
- Prepare formal bid packages; determine pre-qualified bidders; analyze bids, evaluate bidders according to financial capacity, bond ability, past performance and other related factors and recommend award of contracts.
- Assist in creating bond media content, including charts, brochures, graphics, posters, website updates, construction signage, social media updates, and project photography.

- Coordinate with appropriate personnel in finalizing the preparation of requests, proposals and bids.
- Prepare items and resolutions for Board approval.
- Prepare periodic and special reports.
- Train, supervise and evaluate the performance of assigned personnel.
- Advise and train staff in financial record keeping and audit techniques, and budget monitoring and control.
- Select, train and evaluate accounting personnel.
- Oversee the Burlingame Aquatic Center.
- Manage the District's joint use agreements with the cities of San Mateo and Burlingame.
- Perform other related work as assigned.

QUALIFICATIONS:

EDUCATION/TRAINING EXPERIENCE:

- Bachelor's degree preferred or equivalent relevant experience.
- Five years of increasing responsibility and experience in construction, accounting, and/or finance or equivalent.
- Five years of experience in public school construction principles, techniques, and procedures or equivalent.
- Experience managing budgets and financial analysis preferred.
- Excellent verbal, written, and interpersonal skills, including team and consensus building.

KNOWLEDGE OF:

- Contracting for construction and professional services by California public agencies.
- California Accounting Manual and California SACS Manual.
- California Public Contract Law.
- Management of public funds for capital programs.
- Change order process and amendments.
- School district facilities cash flow process.
- Construction and consulting contracts.
- Government accounting laws and regulations of special projects.
- Financial recordkeeping, procedures and methods.
- Proper auditing procedures and financial reporting.
- General obligation bonds, including Proposition 39.
- Methods and practices of statistical and financial recordkeeping and financial terminology.
- Computer accounting systems.
- Microsoft Word, Excel, PowerPoint or equivalent programs.

ABILITY TO:

- Use appropriate safety precautions and procedures.
- Meet with employees and community members at school sites and other off site meetings.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.
- Analyze cost data statistical information for the development of administrative controls and records.
- Comply with the District's customer service standards.
- Observe, report, and assign need for maintenance and repair.
- Produce oral and written reports.
- Produce and use data bases and spreadsheets including a work order system.
- Communicate effectively with others.
- Speak in public.
- Multi-task in a busy environment.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Stamina sufficient to sit or stand for long periods of time.
- Work at a computer station for extended periods of time.
- Work under pressure to meet deadlines.

- Vision sufficient to read fine print.
- Hearing and speech sufficient to enable communication by telephone and in person.
- Tolerate noise level in the working environment
- Physical ability to reach, bend and grasp in order to file and retrieve materials.
- Manual dexterity sufficient to operate a computer keyboard and calculator.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgements and decisions.
- Lift up to 30 pounds or carry any object weighing 20 to 30 pounds.

LICENSE AND OTHER REQUIREMENTS:

- Must maintain a valid California Driver License and insurability to drive a District vehicle.
- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time.

For more information, read through our [Nondiscrimination in Employment](#) policy.

- [Equity Flyer](#)
- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.