

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR- FACILITIES

BASIC FUNCTION:

Under the direction of the Assistant Superintendent- Business Services, plan, organize, control and direct the District facility planning, design and construction of capital improvement projects; develop long term plans; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the District facility planning, design and construction of capital improvement projects; develop and oversee project schedules, scope and budgets.

Develop RFQs for solicitation of professional services; implement facilities use contract changes in accordance with applicable rules and regulation; develop project-specific contract documents for professional services and construction contracts.

Serve as District representative at various State, county, local and public agencies; serve as District liaison to project architects, engineers and general contractors, inspectors, testing labs, legal counsel and other professional services consultants; participate in the development and revision of attendance boundary changes as required.

Monitor the progress and facilitate the approval of new construction and modernization projects; review and coordinate with other public agencies regarding future developments within District boundaries; assess project impact on facility needs.

Monitor consultants and contractors to assure compliance with project specifications, District standards and established timelines; collaborate with consultants to provide variance, easement and encroachment permits.

Oversee the use of school facilities by external organizations; manage the facilities use program for public use of District facilities; negotiate contracts and memorandums of understanding with private and public entities for facilities use requests.

Serve as a technical resource to District personnel and others regarding facilities planning, developer fees and general facility issues.

Maintain data and prepare informational reports for long and short-term planning, including housing demographics, enrollment projections and student housing needs.

Coordinate the identification and selection of school sites and assist in the acquisition of property; provide assistance to the Assistant Superintendent regarding the management and sale of surplus land.

Coordinate developer fee and other revenue collections, expenditures and reports; coordinate the development of applications for various incentive funding programs.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develop and prepare the annual preliminary budget for the Facilities Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, methods, techniques and strategies pertaining to comprehensive facilities planning, construction and modernization programs.

Americans with Disabilities Act as it pertains to facilities construction.

Legal mandates, policies, regulations and operational procedures pertaining to facilities planning, land use, school site acquisition, construction and modernization of facilities.

Practices, procedures, techniques and strategies for determining operational effectiveness.

Facilities and urban planning practices.

Public finance methods including bonding and special tax assessments.

Architecture and representative statutes.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Supervise and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Education: Bachelor's degree in business, engineering, construction or related field.

Experience: Five years increasingly responsible experience in the administration of a facilities planning, construction or modernization department.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Working on ladders to conduct inspections.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Standing for extended periods of time.

HAZARDS:

Exposure to heights.