

**FULLERTON SCHOOL DISTRICT CLASSIFIED
PERSONNEL COMMISSION
RANGE M36**

DIRECTOR, BOND FACILITIES PLANNING AND DEVELOPMENT

JOB SUMMARY

Under the direction of the Assistant Superintendent of Business Services, directs and oversees the planning and development of the District Master Plan for construction and modernization directly overseeing all aspects of facility planning, design, construction, and modernization associated with School Bond related construction and development matters.

DISTINGUISHING CHARACTERISTICS

The Director, Bond Facilities Planning and Development is distinguished from all other classified Directors by its direct and complete linkage to the planning, development, and direct leadership oversight work associated with school bond construction projects and activities.

SUPERVISION RECEIVED AND EXERCISED

The Director, Bond Facilities Planning and Development receives supervision from and is evaluated by the Assistant Superintendent of Business Services. The Director provides direct supervision to the Bond Facilities Planning and Development team.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Plans, directs, and oversees the work of the Bond Facilities Planning and Development Department for the District's facility renovation, modernization, and new construction programs, including analyzing needs and recommending building programs and priorities;
- Directs the design, development, and analysis of school building construction and modernization projects including implementing quality control for validating construction cost value engineering, constructability of construction modernization projects, bid alternatives, and bid analysis;
- Oversees the preparation of construction project specifications and confers with the Director of Purchasing in the development of public works contract bids;
- Directs activities associated with the construction of new facilities, modernization, and additions, renovations, and improvements to existing facilities, temporary buildings, and the moving and demolition of buildings;
- Serves as the professional liaison with State Department of Education, the Office of Public School Construction, Division of the State Architect, and other governmental agencies;
- Directs the selection of and monitors the work of construction management and project management teams, architects, engineers, contractors, vendors, inspectors, and others to monitor status, quality, and adequacy of a variety of projects;
- Ensures modernization and construction project planning, drawings, and specifications are reviewed by and meet the needs of appropriate departments' and sites' personnel to conform with District standards and to ensure preferences are considered;
- Monitors compliance with state school facilities program guidelines; develops and maintains up to date comprehensive inventory and control of all record drawings for the District;
- Ensures funding application information and materials are obtained and filed in a timely and accurate manner in accordance with the State Allocation Board, California Department of Education, and Office of Public School Construction;

- Directs employees and contractors in the planning of projects to ensure conformity with code regulations, District standards, and adherence to blueprints;
- Ensures compliance by contractors with construction documents and specifications, approval and reporting of completed punch lists, approval of progress payments, and completion and closeout documentation, ensuring DSA close of file and certification of related projects and protection of community investment;
- Ensures compliance for bond oversight, prepares the agenda, and facilitates all aspects of the Citizen's Bond Oversight Committee on behalf of the District;
- Supervises the maintenance of construction and modernization project records;
- Oversees estimates of costs of building and renovation projects in cooperation with technical personnel; monitors costs of construction projects for budget containment;
- Advises the Superintendent and Assistant Superintendent of Business Services in matters related to budget, cost estimates, and cash flow related to implementing the priorities of the District's facility master plan;
- Attends meetings to maintain current knowledge of legislation, legal codes, and requirements; coordinates with the District legal team as needed.
- Interviews, selects, trains, evaluates, motivates, and counsels department employees;
- Prepares reports, conducts meetings, and makes presentations to the Board of Education, school sites, community and governmental meetings, and other stakeholders;
- Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to:

Education: A Bachelor's Degree in business administration, engineering, architecture, facilities planning, construction management, or other directly related field.

Experience: Five (5) years of full-time school district or public agency experience in some phase of architecture, construction, or facilities management. At least two years of the experience must have been in a supervisory capacity.

Knowledge of:

- Financial analysis, reporting, and protection techniques related to the implementation of the facilities master plan;
- Management principles/techniques, including planning, budgeting principles, and project management;
- Laws, rules, regulations, Building Codes, policies, and procedures pertaining to the construction, repair, and maintenance of school facilities and hazardous materials;
- Methods, practices, modern theories, equipment, and materials used in construction, design, maintenance, and operations of school facilities;
- State facilities funding opportunities;
- Board Policies and Administrative Regulations, Education Code provisions, collective bargaining agreement sections, and Personnel Commission rules;
- Legal contracts and other binding agreements;
- Applicable facilities, maintenance, and operations requirements;
- Computerized data, information, management, and work order systems;
- Public relations principles;
- Interpersonal skills using tact, patience and courtesy;
- Supervisory principles and practices;
- Safe working practices and procedures;
- Correct English grammar use.

Ability to:

- Manage and direct assigned functions relating to facilities planning and implementation;
- Conduct studies, analyze complex facilities issues, and prepare clear concise oral and written reports;
- Develop, control, and monitor facilities budgets and accounts;
- Analyze situations accurately and adopt effective courses of action;
- Prepare and make presentations to groups;
- Respond to facilities and construction related emergencies;
- Gather, read, and analyze data and adopt an effective course of action;
- Read and interpret architectural drawings and blueprints;
- Assemble engineering and construction reports;
- Assemble construction plans, specifications, and schedules;
- Accurately estimate costs of school construction work;
- Exercise good judgment;
- Plan and organize work for self and others;
- Direct, supervise, train, motivate, discipline, and evaluate personnel;
- Communicate effectively both orally and in writing;
- Maintain current knowledge of advances in the field;
- Meet schedules and timelines;
- Establish a positive and cooperative rapport, and maintain effective relationships with staff, administrators, school, and office personnel, contractors, architects, engineers, and related governmental entities.
- Operate motor vehicles safely within California Vehicle Code parameters;
- Demonstrate behavior that is professional and responsible;
- Demonstrate mental acuity sufficient to perform the essential functions of the position;
- Be motivated to produce a high quality work product;
- Make evaluations or decisions without immediate supervision;
- Accept and carry out responsibility for directions, control, and planning;
- Relate to others beyond giving and receiving instructions, influencing people on a consistent basis;
- Demonstrate leadership to promote positive teamwork;
- Exhibit integrity, ethical behavior, and strength of character;
- Work independently and manage time effectively and flexibly to carry out tasks and respond to frequent emergencies;
- Manage multiple simultaneous projects;
- Easily adapt to situations and changes;
- Demonstrate attendance sufficient to complete the duties of the position as required.

License:

- Possession of a valid Class C California Driver's License and insurability to drive a District vehicle as part of the District's Pull Notice program is required.

PHYSICAL STANDARDS:

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of this position.

Work Environment: The incumbent works in an office environment. The incumbent also works outdoors and may be exposed to seasonal heat, cold and/or adverse weather

conditions. The incumbent has direct contact with the public, students and other employees in person and through telephone, electronic mail, and other written communications, requiring the ability to effectively manage a high volume of work despite frequent interruptions. Negative interactions resulting from these contacts can result in stressful situations that are a regular part of the work environment. The noise level in the incumbent's work environment is usually quiet (i.e., office environment) but could be loud depending on location (i.e., outdoors, at worksites, or school facilities), specific projects and/or equipment operation.

Physical Demands: Primary functions of the position require sufficient physical ability and mobility to work in an office setting as follows: to stand and walk for extended periods of time; to twist at the neck and trunk; to bend at the waist and stoop, kneel, crouch and crawl; to reach with hands and arms, reach overhead, above shoulders and horizontally; to handle objects and tools, to regularly lift and move up to twenty-five (25) pounds without assistance; to see, with or without correction, within normal visual range in addition to possessing specific vision abilities required by this job such as close vision, color vision, peripheral vision and depth perception; to hear within the normal audio range with or without aide; to communicate orally and in writing in order to exchange information with others. Regular physical attendance at work is an essential requirement of this job classification. In addition, operation of a District motor vehicle with a valid Class C Driver's License and acceptable driving record to maintain insurability to drive a District vehicle as part of the District's Pull Notice program is required for this position.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals in this job perform additional duties and additional duties may be assigned.

Director, Bond Facilities Planning and Development	
Personnel Action	Personnel Action Date
Adopted by the Personnel Commission	4/29/2025