MT. DIABLO UNIFIED SCHOOL DISTRICT

Director of Facilities & Bonds

SUMMARY DEFINITION:

Under direction of the Chief Business Officer, organize, plan, and manage the facilities program and bond programs in the District; assists in maintaining overall responsibility for the technical and business management of designated major remodernization projects from the preliminary planning phases through project close-out; performs other administrative and construction-related duties as assigned.

Directly Responsible To:

Chief Business Officer

EXAMPLES OF DUTIES (to include, but not limited to):

E: Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements).

- Oversees and provides leadership and assistance to management team responsible for the design and construction of all modernization projects identified in the District's bond construction programs. **E**
- Prepares and submits all eligible projects through the state reimbursement program. **E**
- Communicate with, and serve as liaison between the District's Program Team and any retained Construction/Program consultants. **E**
- Oversee and participate in the development and review of engineering and architectural construction projects and recommendation to ensure compliance with legal requirements, construction project drawings, and specifications. **E**
- Oversee the special investigation of new technologies, equipment and construction methods which may enhance the on-going work of bond programs, including Measure J Program. **E**
- Provides associated technical assistance to assigned staff contractors; works closely with architects and consultants to ensure that District program needs are met. **E**
- Directs the planning, organizing, counseling, coordinating, reviewing and approving design, construction and related work performed by others. **E**
- Assists with assignment, administration and allocation of District and contract personnel. **E**
- Manages and oversees assigned areas for purposes of ensuring all buildings and sites are appropriately safe and compliant. **E**
- Supervisors facility maintenance efforts and assigned personnel for the purpose of maximizing the efficiency of work force, meeting legal requirements and district objectives, and ensuring provision of excellent customer service. **E**

- Establishes and recommends priorities on repair projects, in collaboration with school leadership and Director of Maintenance and Operations. **E**
- Directs the solicitation, selection and evaluation of professional services, including inspection, specialty consultants and supplemental services. **E**
- Collaboratively works with the Departments of Purchasing and Technology Information Systems for bids and technology projects. **E**
- Participation/facilitation in programming and problem solving exercises with District personnel in defining program/project goals and packages, master plans for accomplishing such goals. **E**
- Directs architectural and support cost estimating to advise master plan and subordinate plan goals. **E**
- Prepares schedules for project completion, implementing a system for review, control and reporting on project status. **E**
- Directs the oversight of the review of lease agreements, bids, construction regulations and technical and business discussion with contractors. **E**
- Provides District oversight in the preparation of budgets, correspondence and reports. **E**
- Oversees all analyses and reports of engineering and construction problems. **E**
- Prepares and presents oral and written reports as instructed by the Chief Business Officer and Superintendent. **E**
- Initiates and oversees investigations and makes recommendations in connection with planning, design, construction, change orders, design modification and contract administration. **E**
- Meets and confers with appropriate officials in the State, County and City governments and makes professional recommendations to ensure compliance with laws and regulations governing, enforcing, planning and construction of school facilities. **E**
- Oversees the compliance monitoring of contractors. **E**
- Assists in the oversight of all financial information related to district modernization and construction projects. **E**
- Performs those duties and responsibilities including supervisory and advisory as may be prescribed by the Chief Business Officer or Superintendent. **E**
- Initiates, oversees and confers directly with outside legal representation and Office of General Counsel for all legal matters related to construction and bond oversight. **E**
- Leads the Citizen Bond Oversight meetings and teams, including all preparation of report and meeting presentations. **E**
- Oversees all preparation and analysis of cash-flow related to bond programs. **E**
- Initiates, oversees and acts as District liaison for all aspects related to Office of Public School Construction (OPSC) and State Allocation Board (SAB) on all issues related to modernization eligibility, funding and reimbursements. **E**
- Other duties as assigned.

DESIRED JOB RESPONSIBILITIES:

- Skill in all phases of financial record keeping.
- Skill in preparing financial reports according to established guidelines.
- Skill in the preparation of reports and budgets.
- Skill in communicating with diverse groups in a manner that positively represents the district.

- Skill in planning and organizing construction projects.
- Skill in establishing and maintaining effective working relationships with others.
- Skill in operating a computer and using spreadsheet and word processing programs.
- Skill in employing data collection, analytical methods and procedures.

KNOWLEDGE OF:

- Knowledge of the methodologies and materials employed in contemporary construction and building maintenance.
- Knowledge of Local, State and Federal regulations, codes and ordinances related to the maintenance and construction of school facilities.
- Knowledge of the methods of contemporary leadership and organizational development methodology.
- Knowledge of basic accounting principles and practices, including the preparation and maintenance of reports.
- Knowledge of Public School design/modernization funding processes.
- Knowledge of school district operations and procedures.

ABILITY TO:

- Ability to exercise good judgment and tact.
- Ability to cope with crisis and emergency situations.
- Ability to initiate and coordinate programs and projects.
- Ability to train and supervise selected staff.

Licenses and Other Requirements:

Possession of a valid California Class C driver's license, and proof of insurance are required.

Working Environment:

Office environment, driving a vehicle to conduct work. With or without accommodation, the ability to see and hear to conduct work and speak to exchange information. The ability to stand and sit for extended periods of time, reach overhead, above the shoulders, and horizontally, or bend at waist to retrieve and store files. Reading, writing, operating computer keyboard.

Physical Abilities:

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, small student classroom table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds.

BOARD APPROVED: November 9, 2020

Salary Range: DMA Range 25, 261 days