

ONTARIO–MONTCLAIR SCHOOL DISTRICT

Director of Facilities Planning & Operations

GENERAL PURPOSE

Under administrative direction, plans, organizes, directs and evaluates the development of new construction and the modernization, renovation and alteration of District school sites and facilities; develops and recommends the District's capital facilities master plans; plans, organizes, directs and evaluates the maintenance, repair and alteration of District buildings, structures, grounds and facilities; ensures the safety and appearance of District buildings, grounds and facilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single incumbent class has administrative, financial and management accountability for the District's Facilities Planning & Operations Department. With policy direction and guidance from an Chief Business Official, the incumbent is accountable for developing and implementing short- and long-range plans and strategies for meeting the District's goals and standards for the construction, renovation, remodeling, maintenance and repair of all District buildings, grounds and facilities, as well as the District's compliance with relevant federal, state and local laws and codes. Duties are carried out with considerable independence within a framework of established policies, procedures and guidelines. OMSD is a learning organization therefore all stakeholders share responsibility to educate all students and employ culturally appropriate and sustaining practices that support student learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Leads, plans, organizes, controls, integrates and evaluates the work of the Facilities Planning and Operations Department; with subordinate supervisors and staff, develops, integrates, implements and monitors work programs, policies and processes to achieve District strategic and business plans, goals and performance measures; participates in development of and monitors performance against the department's and District's budget.
2. With other members of the management team, participates in the development of District strategic plans and initiatives; develops and implements department business plans, work programs, processes, procedures and policies required to achieve strategic initiatives and overall departmental results in alignment with District objectives and priorities.
3. Provides leadership and works with managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
4. Plans, organizes, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address

performance deficiencies, in accordance with federal, state and local laws and regulations, District human resources policies and procedures and labor contract agreements.

5. Plans, develops, implements and administers comprehensive plans, budgets, programs, policies and guidelines for the construction, renovation, remodeling, maintenance and repair of District buildings, grounds and facilities; provides expert advice to the Governing Board, administrators and staff on a wide range of facilities planning and operations issues; coordinates and participates in the development of facilities planning and operations policies, procedures and practices; ensures District compliance with all relevant federal, state and local laws, codes and regulations.
6. Directs the preparation and maintenance of comprehensive records and reports related to personnel, budget, state funding applications, construction projects and related activities.
7. Plans and directs the preparation of capital facility plans; develops and recommends the District's capital facilities master plan; coordinates and directs the space planning process for District facilities.
8. Coordinates and directs the preparation of applications and reports necessary for school facilities assistance to federal, state and local government agencies; coordinates with local planning departments for redevelopment funding and conditions of approval for school impact mitigation.
9. Integrates the services of architects, legal counsel, technical and financial consultants, local planning agencies and utilities as they affect District facility planning and development.
10. Coordinates the development of designs for construction and modernization of school facilities.
11. Reviews plans and coordinates review and revision by others for maximum input regarding educational, economic and esthetic effectiveness.
12. Plans, coordinates, directs and evaluates the work and activities of District personnel and contractors engaged in the construction, renovation, remodeling, alteration, maintenance and repair of District buildings, structures, grounds and facilities; analyzes workload distribution, equipment and work methods to develop and improve efficiency and cost-effectiveness; establishes and maintains quantity and quality standards for work in the department.
13. Attends and conducts a variety of staff and management committees and meetings.
14. Represents the District with other agencies, individuals and groups in all matters pertaining to facilities planning, development and operations.
15. Directs the preparation and maintenance of a wide variety of records and reports regarding the department's programs and activities.
16. Ensures District compliance with established health and safety practices as required by regulatory agencies.
17. Provides analysis of available funding sources for new facilities and existing facility modifications.

18. Provides legislative leadership on proposed laws affecting school facilities and related matters; analyzes and interprets legislation relating to school facilities.

QUALIFICATIONS

Knowledge of:

1. Theories, methods and practices of educational facility design, state facilities guidelines, construction management and land-use planning practices.
2. Federal, state and local laws, regulations and codes applicable to assigned areas of responsibility.
3. Principles and practices of public administration, including budgeting, contracting, purchasing and maintenance of public records.
4. Research methods and analysis techniques.
5. Safe work practices and safety equipment related to the work.
6. Computer software applications related to the work.
7. Principles and practices of sound business communications.
8. Principles and practices of effective management and supervision.
9. District classified human resources policies and procedures and labor contract provisions.

Ability to:

1. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
2. Understand, interpret, apply, explain and enforce applicable laws, codes, policies and procedures.
3. Analyze and make sound recommendations on complex management and administrative issues.
4. Present proposals and recommendations clearly and logically in public meetings.
5. Represent the District effectively in negotiations.
6. Develop and implement appropriate procedures and controls.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Exercise sound, expert independent judgment within general policy guidelines.
9. Communicate effectively orally and in writing.
10. Operate a computer and standard business software.
11. Organize, set priorities and exercise sound independent judgment within general policy guidelines.
12. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.

13. Establish and maintain effective working relationships with Board members, all levels of District management, other governmental officials, contractors, vendors, employees, the public and others encountered in the course of work.

Education, Training and Experience:

Graduation from a four-year college or university with a major in civil engineering, architecture, public or business administration, or a closely related field preferred; and five years of progressively responsible experience in facilities planning, development and operations, three of which are in a management capacity also preferred.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

A valid California Architectural License is desirable.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with Board members, all levels of District management, other governmental officials, contractors, vendors, employees, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.

Board Approved: February 21, 2021