PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: April 8, 2026
Salary Schedule: 250; Row 3

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: DIRECTOR OF FACILITIES, CONSTRUCTION, AND TRANSPORTATION

JOB PURPOSE STATEMENT: Under the direction of the Assistant Superintendent of Business Services or designee, the Director of Facilities, Construction, and Transportation plans, organizes, and directs the District's facilities planning, construction, modernization projects, and student transportation services.

JOB FUNCTIONS:

- Assists the Assistant Superintendent in the preparation of capital facilities plans and budgets.
- Oversees school construction and modernization projects, manages state funding applications and reimbursements through the Office of Public School Construction (OPSC), and ensures that district transportation operations are safe, efficient, and compliant with applicable laws and regulations.
- Serves as liaison with public agencies, technical consultants, and specialists regarding issues related to funding, design, and construction.
- Coordinates with architects, engineers, contractors, consultants, and outside regulatory agencies, including the Office of Public School Construction (OPSC), Division of the State Architect (DSA), California Department of Education (CDE), California Highway Patrol (CHP), local municipalities, and other regulatory agencies, to ensure regulatory compliance and successful completion of district projects.
- Coordinate complex studies on demographics, building trends, economics, and land values.
- Assists in the development of recommendations for the selection and purchase of new school sites and modifications to existing campus areas.
- Obtains surveys, geological and environmental planning data for construction projects.
- Assists in the preparation of accurate and timely reports on the status of all capital facilities accounts, including cash flow analysis, state accounting reports, expense reports, and audits.
- Assures compliance with Division of State Architect specifications and requirements.
- Provides annual and long-range growth projections recommending boundary adjustments, year-round implementation, and interim housing facilities.

- Serves as the District representative to communicate construction plans to the public.
- Develops and maintains an inventory of the square footage of all permanent and portable buildings, including ownership status, for District and state reports.
- Calculates and prepares forms for District eligibility for facilities funding programs.
- Maintains accurate knowledge of legislation related to school facilities and growth accommodation.
- Coordinate the preparation of the District Facilities Master Plan.
- Utilizes project management systems, practices, and methods and techniques to evaluate progress relative to plans.
- Collaboratively establishes department goals and objectives which are consistent with District policies; supervises assigned support staff; makes presentations to the Governing Board; provides consultative services on departmental matters.
- Assists in the selection of and supervises and evaluates the performance of assigned staff; recommends transfers and terminations; prepares disciplinary action reports.
- Conducts and attends a variety of staff and management meetings as required to provide assigned services to the District; serves on committees and attends meetings of the Governing Board as assigned.
- Serves as the designated person for purposes of AHERA compliance.
- Direct and evaluate the District's student transportation program.
- Oversee bus routing, scheduling, and transportation services for students.
- Ensure school buses and district vehicles meet California Highway Patrol (CHP) safety requirements and pupil transportation regulations.
- Develop fleet replacement schedules and transportation operational procedures.
- Monitor transportation budgets and service efficiency.
- Coordinate and manage state funding applications and reimbursements through the Office of Public School Construction (OPSC).
- Prepare and submit documentation required for the School Facility Program (SFP) and other state funding programs.
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Construction administration, bidding, and labor compliance regulations

- Laws, building codes, ordinances, and regulations of state and local authorities related to school facilities planning and construction
- State School Facilities Program and the school facilities funding options
- Current trends in school building design, financing, and construction
- Expertise of the federal and state rules, regulations and policies pertaining to facilities, acquisition, construction, finance and contracts
- Comprehension of fiscal and accounting rules and regulations
- Techniques in facilities development and long-range planning
- Proficiency in managing and supervising personnel, services, and projects
- Principles of organization and management
- Interpretation of legislation and development of policies related to facilities development
- Preparation of financial plans and budgets, estimation of construction and repair costs
- Modern office methods, procedures, and equipment, including record-keeping principles, methods and procedures, electronic filing systems, archiving for records, letter and report writing
- Administration and management of facilities funding sources and preparation of CEQA documents
- Preparation and interpretation of plans and specifications for contract work
- Preparation of applications for funding and administration of facility funding programs
- Demonstration of good judgment and good problem-solving skills
- Organization of tasks, setting of priorities, and meeting deadlines
- Standard office equipment and computer applications including Microsoft Office and Google Drive

<u>Ability to:</u>

- Establish and maintain cooperative relationships with those contacted during the performance of required duties, including students, school personnel, parents, vendors, contracts, co-workers, and the public;
- Demonstrate effective administrative leadership; communicate effectively in oral and written form regarding a variety of complex fiscal, educational, organizational, and legal matters;
- Direct, supervise & instruct others

- Present a positive image of the school district to the public
- Manage, lead and direct the work of employees, consultants and professional experts
- Work with deadlines and under pressure
- Maintain the confidentiality and security of sensitive information
- Analyze situations, identify needs, prioritize, solve problems independently, as appropriate, and take appropriate action in a variety of procedural matters, without immediate supervision
- Read, interpret, apply, and explain rules, regulations, policies and procedures related to public education, and specific to Perris Union High School District; and apply them with good judgment in a variety of situations
- Communicate effectively using a variety of mediums, employing correct spelling, grammar, punctuation, and vocabulary
- Understand and follow verbal and written instructions in English
- Learn and support new and fast changing technologies
- Promote team building and a positive work environment;
- Maintain a neat and clean appearance, and courteous demeanor at all times;
- Be flexible, exhibit integrity, and exercise mature judgment;
- Establish and maintain cooperative relationships displaying interpersonal skills using tact, patience and courtesy while demonstrating exemplary customer services in working with students, staff and the public.

WORKING CONDITIONS:

Environment:

- Office/school campus
- Subject to frequent interruptions
- Subject to driving a district vehicle

Hazards:

- Exposure to aggressive or uncooperative behaviors

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift up to (25 pounds),

carry up to (25 pounds) and walk

- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- B.A. degree desirable, with concentration in areas of Business Administration, Public Administration, Engineering, Architecture, Drafting, or Public Works Administration
- Project management, facilities planning or construction management certification desirable.

Experience:

- Three to five years of successful, demonstrated management experience in some phase of architecture, construction or facilities management
- Supervisory responsibility in facilities development and with responsible experience in construction desirable

Licenses, Certifications, Bonding, and/or Testing:

- Valid California Driver's License