MERCED CITY SCHOOL DISTRICT

CLASS TITLE: DIRECTOR OF FACILITIES

PRIMARY FUNCTIONS:

Under the direction of the Chief Business Officer or designee, plan, direct, organize, manage, and oversee the activities of construction, remodeling, and building maintenance; develop short and long-range plans related to site acquisition and facilities; communicate with architects and contractors working on maintenance or construction projects.

REPRESENTATIVE DUTIES:

Plan, direct, organize, manage, and oversee the activities of construction, and remodeling.

Develop and oversee projects providing for major elements, such as the development of technical specifications of maintenance projects and timetables of commencement and completion required for each separate contractor; inspect contractors work for compliance with specifications; authorize change orders when required; develop punch lists for corrections/completion of work as required.

Assist personnel to resolve problems and determine future requirements; set priorities; train, evaluate, and review the work of department personnel; establish standards of performance for each position supervised; conduct staff meetings

Assist in site acquisition, purchase, or lease, including negotiating lease agreements for leased sites; development of lists of potential sites and evaluation of sites for the cost of construction; secure and supervise consultant contract services to perform due diligence investigations on potential new sites; prepare written and oral reports, applications, and interface with state agencies including California Department of Education, Office of Public School Construction, Department of Toxic Substance Control, Division of State Architect and the State Allocation Board relative to site approval and acquisition as well as plan approval, construction, and funding of school facilities; develop and present material for Board for approval; serve as the representative of the Office on construction projects.

Develops and manages the Facilities budgets and forecast funds needed in other budgets to maintain facilities appropriately.

Work with architects and administrators on the design, construction, or alteration of buildings and landscaped areas; review and assist in making changes in plans and assist in making changes in plans and specifications; interpret plans for contractors and subcontractors; maintain construction records and reports; supervise contracts for all types of facilities maintenance, including custodial service contracts.

Organize, coordinate, and direct the activities related to the office's facilities and maintenance to ensure economy, productivity, and efficient use of personnel, equipment, and supplies and appropriate appearance and condition of buildings and grounds.

Continuously monitor and evaluate the efficiency and effectiveness of department services; establish procedures for department efficiency and effectiveness; identify opportunities for improvement; direct the implementation of changes.

Represent the Facilities to other Office departments and outside agencies; communicate with various department budget managers and secure authorization of non-emergency expenditures from those department's budgets; advise budget managers as early as possible when emergency expenditures are required; negotiate and resolve sensitive, significant and controversial issues.

Plan, organize, and manage the physical move for relocation or initial occupancy of sites.

Develop, implement, and manage a Labor Compliance Program in conformance with legal requirements upon entry into the State School Building Program.

Participate in statewide facilities groups, particularly county office-related groups.

Work closely with the Chief Business Officer to integrate technical contract specifications with general specifications and budget for bidding and/or contract issuance.

Coordinate with the appropriate telecommunications provider for installing data and communications wiring as well as securing appropriate telephone and data services.

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board Policies, and related administrative regulations that pertain to the particular assignment

The Director of Facilities works under the direct supervision of the Chief Business Officer.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Operations, services, and activities of a comprehensive facilities, maintenance, and operations program

Maintenance and operations requirements for a multi-use organization

Basic concepts of school site acquisition, architecture, and planning and construction

Research techniques, including the planning of studies and investigations, determination of variables and development of source data

Standard construction methods, terminology, materials, equipment, and practices

Current energy conservation products, technologies, and cost savings strategies

Public Contract Code and bidding regulations

Contract administration and supervision of contract services

Principles and practices of program development and administration

Project cost analysis and budget preparation, principles, and administration

Surveying, right of way, and easement requirements

Standard drafting practices, procedures, and conventions

Principles of supervision, training, and performance evaluation

Modern office procedures, methods, and equipment, including computers and Microsoft software programs, including Access, Excel, PowerPoint, Project, Word, and Vision

Familiarity with Geographic Information Systems and mapping software programs

Safety practices and procedures, including Occupational Safety and Health Administration and California Occupational Safety and Health Administration regulations

Laws and regulations relating to the broad area of school construction and maintenance of facilities

District organization, operations, policies and objectives

Oral and written communication skills

Applicable sections of the State Education Code and other applicable laws

Basic record-keeping techniques

Telephone techniques and etiquette

Correct English usage, grammar, spelling, punctuation, and vocabulary

Interpersonal skills using tact, patience, and courtesy

Methods of collecting and organizing data and information

Business letter and report writing techniques

Tools, materials, and standard practices relating to construction

Building codes and trades required to write complete and concise specifications to accompany plans for contract jobs

ABILITY TO:

Work independently with little direction

Plan, organize, direct, and coordinate the work of Facilities

Select, supervise, train and evaluate staff

Prepare, administer, and monitor budgets

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals

Establish procedures, monitor and evaluate for efficiency and effectiveness of department services

Identify opportunities for improvement and direct the implementation of changes

Read and interpret blueprints, mechanical, electrical, civil, and structural drawings, plans, and sketches

Identify opportunities for improvement and direct the implementation of changes
Perform complex mathematical calculations

Prepare clear and concise administrative and financial reports and make presentations

Operate a computer and modern software

Maintain confidentiality of information obtained during the course of work

Establish and maintain effective and cooperative working relationships with others

Communicate effectively both orally and in writing

Read, understand, and utilize technical information, parts lists, and operations manuals to plan and assist in scheduling projects

Attend meetings, conferences, and workshops

Follow good health and safety principles and practices

EDUCATION AND EXPERIENCE:

A minimum of a Bachelor's Degree and any combination of experience and training that would provide the required knowledge and abilities to perform the essential job functions.

Five years of increasingly responsible experience in the construction of maintenance, operations, and repair of buildings in a multi-site environment, including at least three years of supervisory experience involving school maintenance, operations, and construction

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment

Construction building site

Subject to noise from equipment operation

Regular exposure to fumes, dust, and odors

Driving a vehicle to conduct work

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a variety of equipment and hand and power tools, hearing and speaking to exchange information and make presentations, sitting or standing for extended periods of time, bending at the waist, reach overhead, lifting, pulling, pushing items, crawling and/or stooping; squatting; read various documents, and seeing to read, analyze and review complex data and climbing ladders and working from heights, reaching overhead, above the shoulders, and horizontally, and walking over rough or uneven surfaces.

This position complies with the rules and regulations of the Americans with Disability Act (ADA)

Legal Reference: California Education Code, Sections 45103, 45109
Policy Adopted: February 21, 2006
Policy Revised: September 12, 2023