SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR, SUSTAINABLE CONSTRUCTION & FACILITIES

BASIC FUNCTION:
Under the direction of the Superintendent and the Deputy Superintendent of Business Services, provide construction project management services to Local Education Agencies (LEAs) within San Mateo County; provide leadership and support to school communities to integrate environmental sustainability and climate-ready efforts across their campus facilities and operations.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide construction project management services to LEA's within San Mateo County as needed and requested; direct facility construction, reconstruction, alteration, renovation and other capital outlay projects centered on upgrading facilities to employ clean, modern and sustainable technology, materials and designs for LEAs; review plans, inspect construction projects, and provide recommendations related to sustainable building design, construction, design modifications and contract administration to ensure compliance with project requirements, and state and federal building codes, regulations, guidelines and procedures

Provide leadership, guidance and advice to LEAs in the construction bidding process; provide guidance and advice on bidding processes, requirements and project delivery models; assist LEAs with procuring the services of contractors and vendors that employ modern and green energy and facility remodels

Provide leadership and assistance to LEAs in developing and updating local Facilities Master Plans in accordance with sustainability and environmentally focused goals and standards; assist in developing and implementing Facilities and Operations programs, services, standards, goals, objectives and plans centered on sustainability; collaborate with cross-departmental teams to identify and implement best practices for sustainability at districts and schools

Assist LEAs in identifying and securing alternative funding to support sustainability goals and objectives; provide guidance and assistance in applying for grants that provide monetary resources to improve educational facilities across San Mateo County; research funding sources and grants for sustainable construction and upgrades, and provide information concerning grant opportunities and programs to LEAs

Advise LEAs in measures they can take to decarbonize facilities through new construction or upgrades to existing facilities; connect LEAs with agencies and non-profit partners that can support decarbonization of facilities and sustainability upgrades such as fleet and building electrification; advise LEAs in instituting preventative maintenance programs centered on boosting energy efficiency through green facility assets and appliances

Collect, analyze and utilize utilities data to conduct sustainability analytics for the purpose of determining where facilities can improve in sustainability function; utilize data and reports to track

progress on LEA sustainability construction projects and facility upgrades; monitor and evaluate efforts to promote sustainability across districts and schools as well as San Mateo County and the Bay Area Region; prepare sustainability plans, reports, and guidance documents as needed for construction project management

Maintain knowledge of current environmental issues, sustainability methods and measures, and state and federal laws, codes, regulations, policies and procedures; review and advise LEAs in enforcing environmental, state and federal laws; provide technical expertise, information and assistance to administration, governance boards and other stakeholder groups

Operate a computer and assigned software programs; operate other office equipment relative to work duties; drive a vehicle to conduct work as assigned

Attend and conduct a variety of meetings as assigned; assure compliance with The Brown Act as required by Proposition 39 regarding public meetings

Develop educational materials to assist LEAs in meeting state and national energy efficiency certifications for facilities, construction, and maintenance

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide or coordinate staff training

OTHER DUTIES:
Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Construction and modernization project management methods and practices
Construction codes and principles including principles and practices of project management planning, cost analysis, quality management and contract administration
State and federal building codes, ordinances, regulations, laws, policies and procedures
Public education construction bidding, selection and award procedures
Funding resources available to public school systems for the purpose of supporting sustainable building and facility modernization
Methods, measures, and procedures aimed at decarbonizing buildings and facilities
Basic principles of contract law, research and cost analysis
Environmental health and safety issues and regulations related to buildings and property
Current environmental issues, and sustainability methods and measures
Architectural and engineering plans and specifications
Terms, procedures and practices used in the planning, design, construction, remodeling, and operations of school buildings and facilities

Principles and techniques of supervision and training
Oral and written communication skills
Interpersonal skills using tack, patience and courtesy

ABILITY TO:
Interpret, apply and explain laws, codes, regulations, policies and procedures related to public education construction and school facility repair
Communicate effectively with personnel, outside agencies, bidders, architects, contractors, developers and other stakeholder groups to coordinate activities and projects, resolve issues and conflicts and exchange information
Direct and manage facility construction, reconstruction, alteration, renovation and remodeling projects centered on achieving facility sustainability goals
Participate and provide consultation to LEAs on the public contract bid, selection and award process
Provide leadership and consultation to LEAs in implementing sustainable and environmentally focused Facilities Master Plans
Review, analyze and provide consultation to LEAs regarding construction project budgets and cost estimates
Read and interpret architectural blueprints
Manage the construction project delivery process
Assist LEAs in identifying and securing facility grants that support sustainable construction and facility upgrades, remodels, alterations and renovations
Inspect construction projects for accuracy, completeness and compliance with established standards, specifications and requirements
Participate in the design, development and implementation of various construction projects
Prepare comprehensive narrative and statistical reports
Establish and maintain cooperative and effective relationships with those contacted in the course of work
Use appropriate safety precautions and procedures
Meet schedules and time lines
Speak in public and conduct presentations
Drive a vehicle to conduct work
Attend and participate in various meetings as assigned
Train, supervise and evaluate the performance of assigned staff
Operate a computer and assigned office equipment

EDUCATION AND EXPERIENCE:

Any combination and/or experience equivalent to: A bachelor's degree in engineering, architecture, sustainable architecture and design or related discipline and five years of progressively responsible experience in facility management and the construction industry as lead construction project manager or similar, or experience as an architecture in sustainable design.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor, outdoor, office and shop environment
Driving a vehicle to conduct work
Noise from equipment operation

HAZARDS:
Working around and with machinery having moving parts
Exposure to potential hazards of inspecting construction sites
Potential exposure to hazardous substances and materials
Walking on uneven surfaces
Exposure to inclement weather

PHYSICAL DEMANDS OF THE JOB:
Hearing and speaking to make presentations and exchange information
Dexterity of hands and fingers to manipulate a computer keyboard and other office equipment
Seeing to read a variety of materials
Sit and stand for extended periods of time
Bending, stooping, kneeling and reaching to perform assigned duties
Pushing and pulling to access documents and materials in file drawers and cabinets
Reasonable accommodations will be made for individuals on a case by case basis