

	<p><i>Director of Facilities</i></p>	<p>Classified Management Position</p> <p>Revised: September 14, 2020</p> <p>Salary: MHELA salary schedule (Director I)</p> <p>Reports to Deputy Superintendent</p>
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the direction of and reporting to the Deputy Superintendent/CFO or designee, the Director of Facilities shall be responsible for planning, organizing and directing the District's maintenance, grounds and security operations; for the condition of buildings, grounds and mechanical facilities; for the establishment of maintenance and grounds standards and schedules; for the establishment and maintenance of uniform custodial procedures in coordination with the Principals and/or Program Managers;; plan, direct and coordinate the district risk and assets management and safety programs and for general duties as assigned. The Director is expected to maintain a safe, caring, student centered environment that promotes high performance and ethical standards among all staff. The Director operates within the framework of District policies adopted by the Board of Education and the legal requirements as stipulated in the Education Code.

DISTINGUISHING CHARACTERISTICS:

This single incumbent class is responsible to plan, coordinate and manage all aspects of facilities management. The incumbent works closely with the Deputy Superintendent/CFO, or designee, in the overall management of facilities.

REPRESENTATIVE DUTIES:

- Attend and participate in Board of Education, staff, government agency, and community meetings as required.
- Plans, manages, and oversees the daily functions, operations, and activities related to the maintenance and operations of physical resources, including reactive, responsive, preventative, predictive, and scheduled maintenance of buildings, facilities, grounds, equipment, and comprehensive infrastructure; oversees interior building and exterior cleaning
- Monitors and evaluates the quality, cost, and schedule of facilities maintenance related projects; identifies opportunities for improvement and makes recommendations; develops and standardizes procedures and methods to improve the quality and life-cycle cost of buildings, facilities, and infrastructure; implements appropriate additions, changes, updates, and revisions.
- Directs the activities of maintenance, grounds, custodial, contractors, and consultants, oversees operation of varied and complex equipment necessary to maintain continuity of service for buildings, facilities, and comprehensive infrastructure;
- Oversees the scheduled maintenance and facility programs; prepares project and program scope, budget, and schedule documents; recommends solutions to maximize quality and value; arranges for necessary staff, consultant, and contractor support to meet program goals
- Manages the preparation of public works bid packages related to short- and long term maintenance service contracts, scheduled maintenance, and maintenance/deferred maintenance construction projects; monitors, evaluates, analyzes, and updates general, special, and technical specifications, and contractor safety programs, and submits projects as complete and ready for public bidding; administers consultant and construction contracts, and ensures correct project close-out, and warranty administration
- Oversees the facilities work order and customer service center, security systems including door security and access control system, develops and implements policies and procedures to ensure timely and responsive service for internal and external customers; monitors compliance with related safety and other agency laws and requirements
- Manages the computerized maintenance management system; develops and prepares reports

related to the efficiency and effectiveness of maintenance and operations activities; recommends policies and procedures to ensure continuity of service and energy and water efficient facilities

- Oversees the preparation, maintenance, and implementation of staff safety programs, and skills training efforts; provides leadership in student, faculty, staff and public safety efforts.
- Responsible for managing facility functions by coordinating the use of all district facilities including working with staff and community groups to coordinate scheduling and promoting the use of all District Facilities
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Deputy Superintendent/CFOOversee work assignments for all personnel assigned, including inservice training and safety programs
- Complete annual evaluations of management personnel and oversees annual evaluations of operations personnel
- Coordinate and monitor the collection of Developer fees and Mello-Roos fees
- Perform related duties as assigned

EMPLOYEE STANDARDS:

KNOWLEDGE OF:

- Principles, materials, methods, techniques, and strategies pertaining to comprehensive maintenance and operations programs
- Practices, procedures and trends of management, organization and supervision
- Legal mandates, policies, regulations and operational procedures pertaining to the maintenance, repair, construction, and cleaning of agency facilities and equipment
- Practices, procedures, techniques and strategies for determining operational effectiveness
- District policies and procedures related to District and facilities use operations
- Safety rules, practices, and regulations
- Use of computer hardware/software

ABILITY TO:

- Ability to plan, organize, direct and coordinate the activities of a multi-functional division
- Prepare, interpret and work from plans, specifications, schematics, diagrams and drawings
- Perform diverse, specialized, and complex work involving significant accountability and decision-making responsibility
- Accurately estimate time and materials costs
- Effectively meet established deadlines and schedules
- Deal with high stress situations in a calm and tactful manner
- Maintain accurate and current records and files
- Communicate effectively in oral and written form
- Meet the public tactfully and courteously; establish and maintain a cooperative and effective working relationship
- Pass Class A physical

EDUCATION:

Bachelor's degree preferred with course work in related maintenance field or equivalent related experience.

EXPERIENCE:

A minimum of five years of professional or management level experience in facilities planning, and construction, architecture, or facilities management; preferably in public sector construction. Three years increasingly responsible experience directing or managing the areas of maintenance and operations; operations in a school district is desirable; experience with state agencies for school facilities construction is desired. Compensating strengths may be considered, where appropriate, for the above.

LICENSES OR CERTIFICATES:

Possession of a valid California driver's license and a driving record which meets the requirements of the District's insurance carrier.

WORKING CONDITIONS:

- Ability to sit for extended periods of time
- Ability to see and read, with or without vision aids
- Ability to hear and understand speech at normal levels
- Ability to communicate so others will clearly understand normal conversation
- Ability to bend, twist, kneel and stoop
- Physical dexterity limbs and digits to operate computer keyboard and other office machines
- Physical agility to lift, carry, push, pull up to five pounds on a regular basis and up to 15 pounds occasionally
- Ability to reach in all directions

EMPLOYMENT STANDARDS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.