

**RIVER DELTA UNIFIED SCHOOL DISTRICT
DIRECTOR OF FACILITIES**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To be the District's Director of Facilities. To plan, direct, manage and oversee all operations-related activities including but not limited to: grounds maintenance, building maintenance, custodial services, asbestos abatement, pest management, Facilities Planning, Facilities Master Plan, Facilities Strategic Plan, technology, bond/modernization projects, new construction, to ensure adherence to applicable laws, codes and regulations and Board policies; to maintain safe facilities and grounds; to coordinate assigned activities with district sites and state, federal and local agencies; and, as a cabinet level position, provide highly responsible administrative support to the Superintendent in assigned areas.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Superintendent.

Exercises direct supervision over supervisory, professional, technical, and clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Representative Duties:

1. Plan, organize, lead, direct and coordinate the district operations as assigned as the district's Director of Facilities.
2. Plan, organize, lead, direct, and coordinate operations needs for a variety of programs, projects and activities related to the facilities planning involving Facilities Financial Plan, Facilities Strategic Plan, bond and modernization needs and projects; and new construction especially as related to new development.
3. Lead, direct, and coordinate operations needs for a variety of programs, projects and activities related to the operating services of the district including, but not limited to: grounds maintenance involving landscape maintenance and design; building maintenance involving semi-skilled carpentry, plumbing, heating, and air conditioning and electrical work; custodial services involving cleaning and minor building maintenance.
4. Provide overall direction and supervision to all Maintenance and Operation staff through the M&O Supervisor.
5. Provide for cost management and cost analysis of all aspects of Operations Services projects, working collaboratively with the CBO and consultants as necessary.
6. Implement programs to assure safe operations in assigned areas recommending for approval plans with budget and program guidelines.
7. Develop, prepare and administer the annual District Facilities Master Plan; analyze and review data and information; monitor and authorize projects in accordance with established Facilities Strategic Plan guidelines.
8. Represent the District to the Board and outside agencies on matters related to assigned areas.
9. Provide technical expertise regarding assigned functions; formulate and develop internal policies and procedures; recommend new Board policies and regulations, amend existing Board policy and regulations necessary.

10. Coordinate and collaborate with all outside inspectors (ie, asbestos, construction, state); provide requested information; respond to inquiries as appropriate.
11. Develop and implement long-and-short-term plans and activities for assigned areas.
12. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within District policy, appropriate serving and staffing levels.
13. Prepare and maintain a variety of narrative and statistical reports, record and files for a variety of district and county office education(s) federal, state, and local governmental agencies.
14. Provide advice and counsel to the Superintendent on issues pertaining to all assigned areas.
15. Communicate with project managers, consultants, school administrators, directors, federal, state and county officials and others to discuss issues, exchange information and coordinate activities in assigned areas.
16. Coordinate (per Brown Act) and attend meetings of the School Facilities Improvement Districts (#1 and #2).
17. Authorize and monitor expenditures in accordance with established guidelines working collaborative with CBO.
18. Recommend and monitor contracts as needed in assigned areas.
19. Coordinate and review the work of contractors; ensure compliance with specifications and bid requests; recommend adjustments as necessary.
20. Attend meetings of the Board; present routine reports; present items for Board approval from assigned areas as necessary; and interpret impact of proposals on district operations as requested by the Superintendent or Board.
21. Respond to and resolve difficult and sensitive inquiries and complaints.
22. As approved by the Superintendent, attend and/or monitor various meetings and conferences (i.e. Sacramento County Office of Education, California Department of Education; Schools Insurance Authority, Office of Public Construction, Office of the Skate Architect, etc.) to keep abreast of current issues that could impact the district.
23. Keep informed of all current laws, regulations, and interpretations of law in all areas assigned; keep assigned staff current on that information as needed.
24. Provide appropriate staff development to assign staff in assigned areas.
25. Assume full and independent responsibility for responding to and preparing all federal, state, and local reports as may be required.
26. Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to operations programs, policies and procedures as appropriate.
27. Develop, implement and coordinate the District's Disaster/Emergency Plan and work with School Insurance Agency's Loss Control prevention program; coordinate safety training sessions for assigned staff.
28. Inspect schools and other district site and departments for safety hazards and liability issues; ensure adherence to various regulations pertaining to hazardous materials, asbestos, pest management; transportation and food services; administer and implement changes.
29. Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignments, terminations and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.
30. Serve as a member of the Superintendent's Leadership Team.
31. May participate in labor negotiations; may assume responsibility for labor relations with classified personnel.
32. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of assigned areas.
Tools, material, and equipment used in assigned areas.
Construction trades, including carpentry, plumbing, electrical, and heating and air conditioning.
Hazardous materials, asbestos, pest management, standard safety practices.
Management skills to analyze programs, policies, and operational needs.
Principles and practices of program development and administration.
Common principles and practices of budget administration.
Principles of supervision, training, and performance evaluation.
Pertinent Federal, State, and local laws, codes and regulations.
Education code requirements related to assigned areas.
Hazardous material and asbestos.

Ability to:

Plan, organize, direct, and coordinate assigned areas.
Meet schedules and timelines.
Work independently with little direction.
Select, supervise, train, and evaluate staff.
Identify and respond to employee and Board issues, concerns and needs.
Develop and administer departmental goals, objectives, and procedures.
Analyze, synthesize and organize data and information into useful and meaningful reports.
Prepare clear and concise administrative reports.
Prepare and administer large and complex projects and their budgets.
Use and operate tools, materials, and equipment used in maintenance and operations.
Read and interpret construction plans and specifications.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Operate a personal computer; understand electronic networks and other office equipment
Interpret and apply Federal, State and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work
Maintain effective audio-visual discrimination and perception needed for successful job performance, with or without aids.
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

A minimum of increasingly responsible experience in construction and building and grounds maintenance, as well as experience working with developers and modernization binds; and supervisory responsibility, all preferably in a California K-12 public school district.

Training:

Any combination equivalent to an Associates Degree from an accredited college or university in business administration, the building trades or a related field. Bilingual, oral and written (Spanish) desired, not required. A valid California Drivers' license.

WORKING CONDITIONS:

Environmental Conditions:

Field environment; some office environment with work on a computer, phones etc.

Physical Conditions (with or without aids):

Essential and marginal functions may require maintaining physical condition necessary for work in the field environment, traveling to and from sites, for "walking" site and job inspections; as well as sustained posture in a seated and in a standing position. Hearing and speaking to exchange information and make presentations; seeing to read a variety of financial and statistical records and reports; dexterity to operate a vehicle, maintenance and operations equipment and a computer keyboard.

Hazards:

Typical of outdoor/indoor maintenance and operations work
Contact with dissatisfied and abusive individuals.

Other Characteristics:

Willing to work additional hours.
Willing to travel locally.

PERSONAL SKILLS AND QUALITIES:

High standards of ethics, integrity and personal conduct
Reputation for warmth open-mindedness, respect for human dignity, genuine interest in people, sensitive to the needs of others.
High-level skills in verbal and written communications
High-level skills in problem solving and first-class conceptual skills.
High-level interpersonal skills including excellent conflict resolution abilities, spirited capacity to listen and learn, tact patience and courtesy.
Possess a sense of humor and enthusiasm.

JOB PROFILE:

Annual Contract (July 1-June 30)
Salary Range: Classified Management Range 19
Classified Management position.