

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: Director of Facilities and Operations

BASIC RESPONSIBILITIES

To manage and direct all facilities, operations (maintenance, grounds, warehouse and custodial) and safe school activities of the District.

SUPERVISOR: Superintendent

ESSENTIAL FUNCTIONS:

1. Directs and updates the District Master Plan, capital improvement plans and environmental documents for schools and District facilities.
2. Attends and participates in Board of Trustees, Cabinet, staff, state agency, city, county and community meetings as required.
3. Assist in the design and preparation of drawings for in-house projects; prepare cost, time and labor estimates; contribute to the preparation of plans and bids for construction and remodel projects; contract for labor and materials; and provide contract administration and management for the Facilities Department.
4. Develop business and community partnerships to share resources, pursue additional funding and implement pilot programs.
5. Assign work activities and projects, review and evaluate work products, methods and procedures and recommend within District policy appropriate services and staffing levels.
6. Develop and administer the Facilities and Operations annual budget; direct the forecast of funds for needed staffing, equipment, materials and supplies; monitor and approve expenditures; and implement adjustments.
7. Serve as liaison to vendors, sales representatives, architects, and other governmental officials regarding facilities and operations.
8. Perform on-site inspection of building construction and alteration projects.
9. Prepare documents to maintain eligibility in the state construction program.
10. Track expenditures of construction projects and monitor budgets.
11. Review cost estimates and change orders.
12. Maintain and submit forms for projects as required.
13. Advise and comment to the design team.
14. Prepare Board items for Board of Trustees' review and approval.
15. Prepare, review and provide input on construction bid documents.
16. Conduct bid openings and recommend bid awards.
17. Ensure compliance with the Office of State Architect standards.
18. Approve related purchase orders and approve invoices for payment.
19. Maintain records of school and classroom facilities and develop plans for the effective utilization of space.
20. Oversee the purchase of parts, supplies, equipment and materials for Facilities and Operations programs.
21. Select, motivate and evaluate personnel; work with employees to correct deficiencies; and implement discipline procedures.

22. Plan, direct, coordinate and review the work plan for the Facilities and Operations Division, including Maintenance, Warehouse, Grounds, Custodial and Safe Schools staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; recommend, within District policy, appropriate services and staffing levels.
23. Perform other duties as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles of management and supervision;
- Methods, practices, equipment and supplies used in the building trades;
- Operational characteristics, services and activities of school sites;
- Agencies, laws, and regulations pertaining to school building programs and general construction;
- LANS and WANS technology;
- Work independently and make appropriate common sense decisions.

Ability to:

- Organize and efficiently coordinate the work of others in the implementation and evaluation of Facilities and Operations activities;
- Develop systems designed to move a concept or idea to the achievement of a desired result;
- Meet and maintain the physical requirements necessary to perform assigned job duties in a safe and effective manner;
- Maintain effective work relationships with those contacted in the performance of required duties;
- Work independently and make appropriate common sense decisions;
- Oversee the activities of a comprehensive maintenance program;
- Select, supervise, organize, train and evaluate staff;
- Prepare specifications and estimate resource expenditures, including budgetary needs;
- Prepare clear and concise reports, interpret and apply Federal, State and local policies, laws and regulations;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Communicate with District officials and the public 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 making observations, communicating with others, reading and writing, and operating assigned equipment and vehicles; and
- Maintain mental capacity, which allows for effective interactions and communication with others.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Bachelor's degree in Planning, Business, or other appropriate experience equivalence;
- Five years building, grounds and facilities experience;
- Experience in school facility planning, management and construction programs;
- Valid California driver's license;
- Drug test clearance;
- TB test clearance;
- Criminal Justice fingerprint process clearance.

PHYSICAL CHARACTERISTICS:

- Sufficient vision to inspect small print.
- Sufficient hearing to converse in normal and telephone conversations.
- Ability to communicate in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups.
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.
- Sufficient physical mobility to move about the District.