

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: EXECUTIVE DIRECTOR, FACILITIES MANAGEMENT

BASIC FUNCTION:

Under administrative direction of the Assistant Superintendent, Business Services, oversees all aspects of the District's facilities management function to include: planning, design, acquisition, and construction of new facilities; upgrade, modernization, maintenance, and repair of existing facilities; custodial and grounds operations; coordination of District facility use and asset management; developer fee program; real estate operations, and other related special projects. The intent of this position is to ensure the efficient, safe, and cost effective use of staff and other resources in the above activities for all District facilities, all in service to the educational program of the District.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Administers and coordinates school facilities construction projects, including modernization and upgrading of District facilities through the use of both internal and external resources.

Communicates regularly with District leadership recognizing topics and concerns of multiple departments.

Coordinates and supervises the District's Developer Fee Collection Program.

Develops/administers the facilities master planning for the immediate and long-term growth of the District.

Develops appropriate databases and plans recurring updates. Maintains well ordered records, documents, and data related to facilities.

Develops, coordinates, and maintains the deferred maintenance program for building and grounds.

Develops data and analysis for the planning and monitoring of assigned programs.

Directs program for effective energy use, directs and maintains an ongoing program of site surveys and inspections to maximize energy conservation.

Leads the program management function for all assigned areas.

Maintains an ongoing liaison with appropriate State Department of Education staff on the development of proposed legislation or policies that may impact the District.

Maintains knowledge of current local, state and federal laws, rules, regulations, and other requirements for the purpose of ensuring compliance.

Meets regularly with other education lobbyists and organizations such as State Allocation Board, Coalition for Adequate School Housing, Office of the State Architects and others.

Oversees all design and development services for District facilities. Develops District standards related to facilities.

Oversees and directs Real Estate operations including real estate purchases, sales, leases, licenses, easements, encroachments, and facility use agreements.

Oversees the program for the maintenance, alternation, and repair of buildings, grounds, and related equipment. Prioritizes projects and activities.

Performs as emergency response liaison with American Red Cross.

Performs as the primary point of contact to the Citizens' Bond Oversight Committee for the District's bond programs.

Provides analysis of proposed legislation to appropriate District staff and assist in assessing the potential impact of such legislation.

Provides for the operation and security of school plans in accordance with District standards.

Provides leadership and management to assigned managerial, professional, support staff and consultants for the purpose of managing assigned operations in accordance with school policies.

Provides oral/written reports to the Governing Board, Citizens' Bond Oversight Committee, and interested groups regarding the quality, progress and coordination of general and specific building programs.

Represents the District on planning issues with the State Department of Education, Office of the State Architect, Office of Public School Construction, Federal and other appropriate agencies and local jurisdictions.

Selects, supervises, trains and evaluates assigned staff; provides input into evaluation of site custodial and grounds staff; work with employees to correct deficiencies and implement discipline procedures as necessary.

OTHER DUTIES:

Attends and participates in meeting, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable laws, codes, regulations, policies and procedures.

Building construction and modern methods and techniques used in the maintenance, repair and construction of a variety of facilities.

Education Code, Public Contract Code, and Governing Board Policies

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Principles and practices of engineering, including technical engineering design and specifications.

Principles and practices of construction program delivery methods, contracting methods, and public contract code.

Principles and techniques of budget development and administration.

Principles and practices of strategic planning, general management principles, and project management including critical path method planning and uses.

Public presentation skills and techniques.

Public speaking techniques.

ABILITY TO:

Adapt to changing work priorities.

Analyze problems, identify alternative solutions and anticipate consequences of proposed actions.

Apply principles of complex facilities operation and maintenance programs.

Establish and maintain cooperative professional working relationship with others.

Implement the use of computer software programs, hardware, and other technology pertinent to areas of specialization.

Implement recommendations in support of goals.

Interpret, apply and communicate applicable administrative, departmental, federal, state and local policies, procedures, laws and regulations.

Prepare complex written reports using research and analysis with recommendations and a variety of other materials such as memoranda, letters, news bulletins, etc.

Read and interpret building construction plans and specifications, and work from drawings and blueprints; prepare work sketches.

Supervise and evaluate the performance of assigned staff.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's or Master's Degree in construction management architecture, engineering, or a related field and five years of progressively increasing management responsibility in the areas of facilities planning, construction, and program management of school building programs, or similar work on public agency projects.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.

Valid California Class C Driver's License and evidence of insurability.

Valid general contractor's license preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Constant interruptions.

Driving a vehicle to conduct work.

Indoor, outdoor, office and shop environment.

Noise from equipment operation.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard, assigned tools and equipment.

Hearing and speaking to exchange information and make presentations.

Seeing to evaluate needed repairs, safety issues and monitor work projects.

Walking over rough or uneven surfaces.

Sitting or standing for extended periods of time.

HAZARDS:

Exposure to potential hazards of inspecting constructions sites.

Potential exposure to hazardous substances and materials.

Traffic hazards.

Working around and with machinery having moving parts.

FLSA Status

Approval Date

Exempt

10/19/21