

DIRECTOR OF FACILITIES, OPERATIONS, AND RESOURCE CONSERVATION

Primary Function

Directs, plans and coordinates building and grounds maintenance, landscaping, custodial, ~~purchasing/warehouse~~ and transportation activities for the school district, and maintenance of and record keeping for all district vehicles. Directs and coordinates administration of capital improvement projects, facility modernization and new facility development, construction, building maintenance, facility use and resource conservation. Directs the administration of all facility-related regulatory compliance programs.

Directly Responsible To

~~General Counsel~~ Executive Director, Operations

Supervision

~~Warehouse Supervisor~~
Transportation Coordinator
Trades Manager
Senior Trades Manager
~~Construction Manager II~~
Building and Grounds Manager
Mechanical Service Technician Leadworker
Mechanical Service Technician
Supervises and evaluates assigned classified staff.

Major Responsibilities

1. Plans, directs and coordinates the district maintenance, operations and facility improvement programs
2. Coordinates and directs the planning and scheduling of modification to district schools, buildings, and related facilities
3. Administers the District's energy conservation program
4. Administers the District's building security program
5. Administers the District's facility use/use permit program
6. Coordinates, directs and schedules major maintenance, capital outlay and new construction projects
7. Directs the preparation of estimates, cost data and other reports
8. Develops and administers the budget for facility improvement/maintenance projects, as well as the Maintenance and Operations Department
9. Provides for inspection of buildings and facilities on a regular basis
10. Represents the district to parent and community groups on matters related to Maintenance, Operations and facility-related issues
11. Attends Board meetings and makes reports/presentations as necessary
12. Plans and directs the Maintenance and Operations management information systems
13. Responsible for developing and maintaining effective planning and communication systems with users as well as within the department

14. Maintains liaison with governmental agencies with respect to safety, health regulations and security matters. Represents the District on related planning issues with State Department of Education, State Architect, Local Assistance Office, Federal and other agencies
15. Directs, plans, and coordinates the development of educational specifications for facilities required to implement educational programs
16. Directs on-site assessment of District facilities in accordance with ADA Accessibility Guidelines and prepares required reports to the Consent Decree Administrator
17. Provides administrative direction and is responsible for a comprehensive District-wide Fixed Asset Inventory Program
18. ~~Directs and is responsible for~~ Supervises District-wide Transportation operations
19. ~~Directs and is responsible for all district Purchasing and Warehouse activities.~~
20. 19. Develops and updates the short and long range master construction plans for new and existing sites, school, and district facilities; develop facilities master planning
21. 20. Develops and updates financial plans in support of the short and long range facilities master plans, and prepares and submits applications, reports and plans to various State, County and Local Agencies
22. ~~Prepares and presents special facility housing and financial reports to the Board of Education, Superintendents, school sites, and community groups~~
23. ~~Provides administrative direction and is responsible for the evaluation of the planning and construction of all district new facilities.~~
24. 21. Trains, supervises and evaluates the performance of subordinate personnel
25. 22. Assist subordinate managers in resolving employee performance deficiencies
26. ~~Is responsible for the activities of District real estate and asset management, including planning, and easements of school and District properties.~~
27. 23. Attends job related meetings and activities specified by the Assistant Superintendent, Administrative Services, Executive Director, Operations
28. 24. Performs additional duties assigned by General-Counsel Executive Director, Operations or his/her designee
29. 25. Establish, maintain and update departmental operating policies and procedures.
30. 26. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Superintendent
31. 27. Coordinates and directs all regulatory compliance programs, including but not limited to Playground Safety and Inspection, safety and environmental mandates, pesticide application/notification, Lead Safety, Science and Laboratory Safety, Hazards Communication, Indoor Air Quality, Storm Water Protection, preparing and submitting Hazardous Materials and Business Plans
32. ~~Directs and is responsible for the District Labor Compliance Program~~
33. 28. Maintains valid California Driver's License and has reliable transportation to travel between sites in a timely and efficient manner.
34. 29. Supervises maintenance of all district vehicles and develops required vehicle maintenance and compliance reports for submittal to appropriate agencies.

Qualifications

Knowledge and Skills

1. Ability to exhibit the qualities of leadership and technical expertise essential to the successful administration of comprehensive programs of facility maintenance, operations, facility development/improvement, ~~purchasing/warehousing,~~ resource conservation, and student transportation.
2. Ability to exercise good judgment and tact

3. Ability to cope with emergency situations
4. Knowledge of principles of organization and management
5. Ability to analyze problems, makes decisions or recommendations, and is responsible for those decisions
6. Ability to rapidly assimilate the facts, conditions and implications of problems suddenly thrust upon the office and to organize an effective administrative response to them.
7. Knowledge of budget development and fiscal management
8. Ability to design and implement procedures
9. Skill in translating Board and district policy to various employees, individuals and groups
10. Ability to plan, organize, coordinate, and direct a variety of complex operations of a large school district
11. Ability to supervise, evaluate and direct a large staff or department
12. Knowledge of the principles and practices related to the management of maintenance, custodial, landscape, ~~warehousing, purchasing and~~ transportation activities and vehicle maintenance.
13. Basic ~~K~~ knowledge of bid specification development
14. Knowledge of the principles and practices of effective supervision and personnel management.
15. Knowledge of laws and regulations related to areas of school district maintenance, operations, constructions, and district vehicle maintenance ~~procurement, contract award and enforcement~~ and student transportation
16. Knowledge of school district organization and operations
17. Skill in analyzing problems and developing appropriate action plans
18. Skill in organization and direction of district-wide programs
19. Skill in establishing and maintaining effective relationships with school officials, employees and community members
20. Skill in speaking and writing effectively
21. Ability to operate standard office equipment including computers, knowledge of basic office computer programs and related software and database programs.

Education, Training, and Experience

1. Any combination equivalent to a Bachelors' Degree or combined five years experience in management, architecture, business or public administration, maintenance engineering or related field.
2. Minimum five (5) years of supervisory management or construction management experience of school building projects or similar public agency projects of no less than \$1,500,000 in bid value; or an equivalent combination of training and experience.

Sample Physical Abilities

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and other office equipment and manipulate paper; see to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, small ~~student~~-classroom table; or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds.

Diablo Managers' Association Range 25

Approved by Board of Education: _____