

Laguna Beach Unified School District
Job Description: DIRECTOR, FACILITIES
(Classified Management)

BASIC FUNCTION:

Under general direction of the Assistant Superintendent, Business Services, the Director, Facilities is responsible for the management and direction of building maintenance, new and renovation construction and construction management, custodial services, grounds keeping, emergency, safety/security programs. Additionally, he/she has the abilities to design, plan, and organize, all renovation/new construction and in conjunction with all facets of short/long term Facilities Repair, Replacement programs. Responsibilities also include the accomplishment of District goals and objectives for deferred maintenance, day to day up keep of grounds, repair and modernization of school sites, and integration of technology into classroom and office spaces. Supervises both force labor and outside vendors.

ESSENTIAL DUTIES:

- Plans, organizes, directs, and coordinates the administration of facility operations in the areas of contracted services, maintenance, custodial services, landscaping, transportation, and construction services in support of the mission, tasks, functions, and goals of the school District.
- Plans, organizes, controls, and directs facilities contract administration, construction management, and the labor compliance program, including budget development and management.
- Provides oversight and direction to staff regarding maintenance services and operations support activities, including establishing needs and priorities for repair of school buildings.
- Oversees compliance with environmental, health, and safety regulations and direct implementation of required programs, training, and inspections.
- Prepares and develops long and short range master plans for maintenance, repair, and site improvement projects, including school housing needs by taking into consideration program requirements, cost estimates, enrollment projections, and alternative uses for school sites and facilities.
- Evaluates and consults with architects, technical consultants and contractors to develop projects and work plans.
- Plans, organizes, directs, and coordinates strategic implementation planning efforts for facilities contracts administration, including the pre-qualification process, professional service contracts, and strategic and operational goals associated with contacting methods. Works in conjunction with District liability insurer to assess potential risks and mitigate such risks.
- Insures compliance with applicable federal, state, and local mandates governing environmental protection, hazards to buildings and building occupants, public safety, and access compliance (Americans with Disabilities Act).
- Prepares general fund budget proposals, applications for state building maintenance program funds, and specialized funds related to facilities, construction, and facilities support activities.
- Directs and manages departmental expenditures and ensures prudent fiscal management in the application of assigned funds.
- Conducts facilities needs assessment and correlates data for use in future planning for new school facilities and/or upgrades to existing facilities.
- Responsible for facilities fixed asset inventory.
- Assists in employee selection and conducts the performance evaluation process of assigned employees.

- Participates in facilities planning and sits as a member of boards, committees and study groups.
- Receives, reviews, and investigates requests for school site improvements, building modifications, and building maintenance.
- Defines, identifies, and establishes priorities for maintenance-related projects.
- Prepares public notices for request for proposals, invitation to bidders, and bid advertisements for construction and renovation projects.
- Confers with prospective contractors for all District repairs.
- Coordinates site visits and pre-bid conferences.
- Maintains cooperative working relationships with local, state and federal agencies.
- Maintains cooperative working relationships with District and site administrators.
- Prepares and maintains a variety of narrative and statistical reports, records, and files related to assigned activities and personnel.
- Responds to emergency call backs and facility critical situations.
- Responds to emergency maintenance situations, F.E.M.A. and O.E.S.
- Oversees the District's Use of Facilities Management, including supervision of process and procedures regarding use of District buildings and grounds by outside organizations.
- Maintains short/long term Joint-Use Agreement (JUA) with the city of Laguna Beach and County of Orange for use of District resources and facilities.
- Controls hiring and supervision of outside contractors.
- Reviews utility usage and make recommendations for energy savings; prepare and submit requests for energy conservation projects.
- Acts as lead Emergency Management Coordinator responsible for training, supplies, preparedness and revisions to policies and procedures.
- Acts as primary contact for interagency emergency contact and liaison.
- Oversees warehouse, records retention according to regulations, archiving, purging and disposal.
- Responsible for the sale of surplus equipment in accordance with regulations and policy.
- Supports needs in the classroom from basic requirements all the way to innovative learning environment implementation.

OTHER REPRESENTATIVE DUTIES

- Other related duties as assigned.
- Plans, coordinates, arranges and conducts appropriate training of subordinates.
- Attends Board of Education meetings.
- Submits authorizations requests to the Board of Education for recommended actions based on District policy and procedures.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of contract administration, construction management, building trades, labor compliance, and maintenance of structural, mechanical, electrical and all other utility distribution systems related to the operation of school and administrative building and facilities. School facilities planning as related to methods and techniques of instruction, traffic flow, economy of maintenance, provision for growth, relationship of instructional and service areas, and adaptability to multi-functional usage.

- General characteristics and relative costs of various methods of construction, architectural features and building and room designs for all types of school uses.
- State, local, and Federal agencies having jurisdiction over school construction, maintenance, and operations.
- Decorative landscape and athletic field maintenance.
- Custodial maintenance and sanitary practices and procedures.
- Building security systems, anti-intrusion, and theft prevention methods.
- Energy management and utilities conservation measures.
- Budget process and fiscal management.
- Organizational structure and design.

Ability to:

- Communicate effectively to express ideas and provide information in concise and understandable verbal and written forms.
- Effectively communicate with tact, discretion, and courtesy in dealings with superiors, subordinates, and the general public.
- Provide leadership and direction, in coordination with administrators, to a diverse workforce, effectively implementing recognition, evaluation systems, and discipline to maintain employee confidence and morale in assigned functions.
- Adjust work schedule to supervise evening, weekend and emergency work crews as needed.

MINIMUM QUALIFICATIONS

Experience:

At least five years of increasingly responsible, extensive, and varied supervisory experience in construction, construction maintenance, facilities maintenance, repair/replacement and operation services for large commercial or public buildings, and grounds and facilities. Experience in or sufficient knowledge of public works contracts, maintenance of public school operations and building maintenance, grounds and irrigation equipment, emergency operations and preparedness.

Education:

Equivalent of accredited engineering degree in facility and facilities management, public administration, business management. A Master's degree is desirable.

Licenses:

Possess and maintain a valid California Driver's License (Class "C" minimum). Related licenses/certificates in facilities, facilities management and energy management systems.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy

- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office environment.
- Indoor and outdoor environments subject to occasional dark/dusty confined spaces.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to demonstrate:

- Ability to frequently use hands to handle or feel objects, tools, or controls and talk or hear.
- Ability to frequently sit, occasionally stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- Ability to frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus for purposes of reading work orders, diagrams, labels, and other printed matter.
- Ability to communicate, hear, and understand speech at typical levels in person and on the telephone.
- Ability to climb stairs.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to learn the procedures, functions and limitations of assigned duties.

Hazards

- Working around and with machinery having moving parts.
- May be subject to fumes and cleaning chemicals.