



LA MESA-SPRING VALLEY SCHOOLS

Job Classification Description

Equal Employment Opportunity

Executive Director, Facilities Planning and Construction

JOB FAMILY: Maintenance

SALARY SCHEDULE: Classified Directors

FLSA: Exempt

PURPOSE STATEMENT:

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.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

1. Administers and coordinates school facilities activities and construction projects, including modernization and upgrading of District facilities through the use of both internal and external resources; communicates with staff and the County, cities, developers, and architects to determine the impact of development on the District and planning for school facilities; obtain necessary financial agreements from developers and government agencies as required.
2. Communicates regularly with District leadership recognizing topics and concerns of multiple departments; attends various types of meetings to provide and receive information and to address liability concerns.
3. Communicates with property owners, developers, and other members of the public to obtain and provide information on the impact of proposed developments and potential impact of these developments to the District.
4. Coordinates with financial advisers, underwriters and legal counsel in issuance of capital debt; ensure the most cost-effective financial instruments are used to support the timely implementation of the facilities master plan; prepares financial projections to determine available revenue to carry out facility and technology master plans.
5. Develops and administers the facilities master planning for the immediate and long-term growth of the District; provides program direction and leadership in the overall planning, financing, and construction of major, multi-year, District-wide program of facility construction and renovation.
6. Develops appropriate databases and plans recurring updates; maintains well-ordered records, documents, and data related to facilities; prepares various documents to provide information to state and federal agencies, appropriate district personnel, and/or developing construction contracts.
7. Develops data and analysis for the planning and monitoring of assigned programs.

8. Directs program for effective energy use, directs and maintains an ongoing program of site surveys and inspections to maximize energy conservation.
9. Leads the program management function for all assigned areas.
10. Maintains an ongoing liaison with appropriate State Department of Education staff on the development of proposed legislation or policies that may impact the District.
11. Maintains knowledge of current local, state and federal laws, rules, regulations, and other requirements for the purpose of preparing and submitting financial information to ensuring compliance with continuing disclosure requirements of bond underwriters, credit rating bureaus, and regulatory agencies pertaining to municipal securities issuers.
12. 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.
13. Oversees all design and development services for District facilities. Develops District standards related to facilities.
14. Oversees and directs Real Estate operations including real estate purchases, sales, leases, licenses, easements, encroachments, and facility use agreements.
15. Performs as emergency response liaison with American Red Cross.
16. Performs as the primary point of contact to the Citizens' Bond Oversight Committee for the District's bond programs.
17. Prepares, organizes, and coordinates bid advertisements, Requests for Qualifications/Proposals (RFQ/P), bid documents, pre-qualifications standards, Requests for Information (RFIs), interviews, and bid openings to make recommendations to the Governing Board for the delivery of construction projects, design services, and related technical studies.
18. Provides analysis of proposed legislation to appropriate District staff and assist in assessing the potential impact of such legislation.
19. Provides for the operation and security of school plans in accordance with District standards.
20. Provides leadership and management to assigned managerial, professional, support staff and consultants for the purpose of managing assigned operations in accordance with school policies.
21. Prepares and provides oral/written reports, project status updates, public meeting presentations, and other communications to the Governing Board, Citizens' Bond Oversight Committee, District administration and staff, and interested groups regarding the progress of planning, construction and implementation of the Districts' Facilities Master Plan.
22. Prepares documentation related to permitting and conformance to various government requirements such as those prescribed by the Environmental Protection Agency (EPA), Cal/EPA, and the California Environmental Quality Act (CEQA), San Diego County Air Pollution Control District, San Diego County Department of Environmental Health, and State of California and Regional Water Quality Control Board laws, rules, and regulations.
23. Represents the District on planning issues with the State Department of Education, Division of the State Architect, Office of Public School Construction, Department of Toxic Substances Control, County Office of Education, Federal and other appropriate agencies and local jurisdictions to present, garner support, gain funding and approval, and tracking applications for documentation necessary to obtain State approval and funding.
24. Selects, supervises, trains and evaluates assigned staff; work with employees to correct deficiencies and implement discipline procedures as necessary.
25. Serves as the District's representative for District-wide construction projects to ensure delivery of services in conformance with District objectives.
26. Supervises the issuance of construction bonds, collection of developer fees for the purpose of ensuring accurate and timely receipt, release, and recording of funds.

OTHER DUTIES:

1. Attends and participates in meetings, in-service trainings, workshops, and conferences.
2. Perform related duties as assigned to ensure the efficient and effective functioning of the work unit and the District.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

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

Skills and Abilities 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

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's or Master's Degree in construction management architecture, engineering, business 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.

LICENSE(S) REQUIRED:

- Valid California Class C Driver's License and evidence of insurability
- Valid general contractor's license preferred

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam through District's provider at District's expense

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Driving a vehicle to conduct work
- Indoor, outdoor, office and shop environment
- Noise from equipment operation
- Constant interruptions
- Dexterity of hands and fingers to operate a computer keyboard, assigned tools and equipment
- Exposure to potential hazards of inspecting constructions sites
- Hearing and speaking to exchange information and make presentations
- Potential exposure to hazardous substances and materials
- Seeing to evaluate needed repairs, safety issues and monitor work projects
- Sitting or standing for extended periods of time
- Walking over rough or uneven surfaces
- Traffic hazards
- Working around and with machinery having moving parts