

## **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. 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

### **Supervision**

Warehouse Supervisor  
Transportation Coordinator  
Trades Manager  
Senior Trades Manager  
Construction Manager II  
Building and Grounds Manager  
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.

## Director of Facilities, Operations and Resource Conservation- Continued

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 District-wide Transportation operations.
19. Directs and is responsible for all district Purchasing and Warehouse activities.
19. Monitors, analyzes, and makes recommendations on legislation related to school facilities issues.
20. 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. 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. Trains, supervises and evaluates the performance of subordinate personnel
25. 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. Attends job related meetings and activities specified by the Assistant Superintendent, Administrative Services.
28. Performs additional duties assigned by General Counsel or his/her designee.
29. Establish, maintain and update departmental operating policies and procedures.
30. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Superintendent.
31. 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. Maintains valid California Driver's License and has reliable transportation to travel between sites in a timely and efficient manner.

### **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.

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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.
13. 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, construction, 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.
19. Skill in the 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.

### **Education, Training, and Experience**

1. Any combination equivalent to Bachelor Degree 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 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

Approved by Board of Education: