

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director I, Facilities	REPORTS TO:	Assistant Superintendent/Chief Business Officer or Designee
DEPARTMENT:	Facilities Division	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR:	225 Days
BOARD APPROVAL:	March 12, 2019; Revised June 6, 2023	SALARY:	Range A1; Tier IV Management Salary Schedule

SUMMARY DEFINITION: Under the general supervision and direction of the Assistant Superintendent/Chief Business Officer or designee, the position provides leadership in the development and execution of short and long range master plans for district facilities; including components such as enrollment projections, financing, project planning, design phase management, cost control, schedule control, value engineering, quality control, construction administration and claims prevention, repair, alteration, facility use, reconstruction and relocation of school buildings and district facilities while ensuring effective stewardship of district resources.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

Leads and coordinates the planning, implementation and overall program monitoring of capital facility planning and construction including the development and maintenance of the planning database for schools and District facilities. **E**

Develops, revises and implements the District's Facilities Master Plan. **E**

Collaborates with community partners to establish, coordinate and monitor a long-term plan for facility capital programs for all district sites including development, revision and implementation of the District's Facilities Master Plan. **E**

Plans new construction and modernization projects; monitors projects during construction in accordance with District guidelines. **E**

Assists with related real estate issues, develops and presents information for the sale and acquisition of district land or buildings, and implements local bond measures. **E**

Provides recommendations and implement plans for land acquisition and disposal of surplus property. **E**

Provides recommendations and implements plans for district facilities based upon community growth/decline projections to accommodate present and future educational needs; performs planning duties including enrollment projections; boundary changes, enrollment monitoring and development and other related issues. **E**

Directs and administers the receipt, collection, disbursement, accounting, and financial reporting of all funds received from agencies, fees, sale of bonds, and local funding sources in support of the facility program including facilitation of the District's Facilities Oversight and Advisory Committee (FOAC). **E**

Provides leadership in the development of long-range facilities financing plans including general obligation bonds, developer fees, state bonds and other funding sources. **E**

Director I, Facilities - Page 2

Works effectively with the Board of Education, community members, District staff, consultants, developers, city and county officials, Office of Public School Construction, Division of State Architect and other representatives of public or private agencies. **E**

Monitors and supports district California Environmental Quality Act (CEQA) programs and is responsible for ensuring and maintaining District compliance to CEQA. **E**

Supervise the construction and renovation of all District facilities including contract administration, dispute resolution and change order processing. **E**

Supervises assigned staff responsible for construction and planning. **E**

Coordinates and directs the work of consultants, building inspectors, project/construction managers, vendors and contractors as appropriate. **E**

Maintains the district's central record system for all building plans, specifications, equipment, service manuals, and real property. **E**

Acts as liaison to other public or private agencies in the formulation of shared use covenants, developer mitigation agreements and community plan development. **E**

Develops and prepares various budgets for the facilities management and construction function; analyzes and reviews budgetary and financial data; monitors and authorizes expenditures in accordance with established guidelines; utilizes software programs. **E**

Makes development decisions in assigned areas, and clearly articulates these decisions orally and in writing to staff, inside, and outside clients. **E**

Communicates effectively with the public through various media both orally and in writing; serves as District spokesperson for facilities matters. **E**

Maintains current knowledge of Education Code, Board Policies, Administrative Regulations, and other laws, legislation, rules and procedures regarding assigned areas of responsibility; attends workshops, conferences and meetings related to assigned areas of responsibility. **E**

Operates a computer and related software and other office equipment necessary to perform job functions. **E**

Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

TRAINING, EDUCATION AND EXPERIENCE:

Any combination of education, training, and experience equivalent to:

- Bachelor's Degree (BA/BS) in architecture, construction management; or equivalent work experience in a related field.
- A minimum of five years of increasingly responsible supervisory experience in the field of engineering, construction, facilities management, education or school business in a multi-site environment.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License.

Must successfully pass the District's pre-employment fingerprinting, TB testing, and mandated trainings.

TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:

Proficient ability to use a personal computer; software and databases specific to the District, Internet, and Microsoft Outlook. Ability to use telephone, hand-held radio, cellular telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations.

KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE OF:

- Relevant State and Federal regulations and procedures; applicable laws, codes, regulations and policies affecting school planning and construction, and land management, acquisition and sale.
- Building construction management, materials, and preparation of cost estimates and specifications.
- Principles and practices of effective supervision, personnel management and organizational development.
- Construction practices in school districts and other public agencies.
- Organization and direction of facilities management, construction, and planning activities.
- Terms, practices and procedures used in the planning, design, construction, rehabilitation, remodeling, maintenance, and operation of school buildings and facilities.
- School facility funding sources and application submission procedures and requirements for Budget preparation and control.
- Effective communication strategies for the modern workplace.
- Oral and written communication skills.

ABILITY TO:

- Explain complex concepts in a succinct and comprehensive manner and make effective presentations.
- Read and interpret instruction specifications, architectural drawings, diagram and schematics.
- Express ideas effectively verbally and in writing.
- Prepare technical reports and specifications.
- Coordinate and inspect construction and maintenance projects in collaboration with M & O team.
- Analyze situations and develop appropriate recommendations and actions.
- Effectively use modern software applications in the areas of responsibility.
- Travel throughout the District.
- Establish and maintain effective working relationships with others.

LANGUAGE SKILLS:

Ability to read, write, hear and speak in English. Ability to read and interpret documents such as safety rules and regulations, operating and maintenance instructions and procedure manuals, including policies and procedures and equipment manuals; to write complex and detailed instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job and must be met by the employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment; moderate noise level; frequent interruptions; drive a vehicle to conduct work.

Director I, Facilities - Page 4

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone and to make presentations; seeing to conduct inspections, read, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store supplies, lifting heavy objects; climbing during inspections; walking over rough or uneven surfaces at construction sites and during inspections.

HAZARDS:

Exposure to chemicals, fumes or gases; working around machinery having moving parts at construction sites and during inspections; contact with dissatisfied or abusive individuals.

NON-DISCRIMINATION CLAUSE

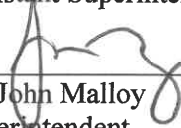
APPROVALS:



Melanie Jones
Assistant Superintendent, Human Resources

6/8/2023

Date



Dr. John Malloy
Superintendent

6/9/23

Date