

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Assistant Director, Facilities	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Facilities Department	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR:	12 months
BOARD APPROVAL:	November 19, 2019	SALARY:	Range N; Tier IV, Management Salary Schedule

SUMMARY DEFINITION: Under the general direction of the assigned supervisor, assists in planning, organizing and supervising activities for financing, design, construction and modernization of school facilities; counsels, guides and leads assigned staff; assists in coordinating and directing the work of consultants, building inspectors, vendors and contractors as appropriate; acts as a liaison between the District, school site administrators, community, architects and contractors to assure authorized projects are accomplished in accordance with approved policies and procedures. Supports development, revision and implementation of the District's Facilities Master Plan; interprets, enforces and assists in the development of policies, methods and procedures relating to school construction and rehabilitation activities; ensures that projects stay within budget, conform to established schedules, and project modifications are carried out without delay.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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.)

E= Essential Functions

Assists in planning, organizing, directing and controlling all or part of assigned school construction and modernization projects from concept through design and construction to close out of project contracts; makes onsite inspections of work to ensure that projects conform to established schedules and approved policies and procedures; investigates and approves requests for construction modifications and time extensions. **E**

Participates in pre-construction activities; coordinates constructability reviews, assists in the development of construction phasing and scheduling, procurement and installation of interim housing units; assists in bidding process, job walks, analysis of bids before final contracts are awarded and pre-construction conferences; oversees all site moves required to accommodate construction activities. **E**

Prepares and monitors project and operating budgets, including support for obtaining funding; analyzes and reviews budgetary and financial data; prepares construction cost reports and cost analysis data to explain variances from cost estimates; assists in estimating costs for new construction and major building improvements; monitors and authorizes expenditures in accordance with established guidelines; utilizes computer spreadsheet software programs. **E**

Reviews designs, plans, estimates specifications, and submittals for general conformance with District standards and contract documents. **E**

Assists in supervising District facilities projects including contract preparation administration, dispute resolution and change order processing. **E**

Coordinates work of a multi-disciplinary development team across organizational boundaries in the successful completion of assigned projects. **E**

Coordinates HAZMAT abatement construction activities with District HAZMAT Consultant. **E**

Maintains a current schedule of all facilities projects and periodically reports on progress. **E**

Ensures that contractors and construction managers are maintaining safe work sites and practices and that the needs of the students, teachers and administrative staff at the school sites are being protected. **E**

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Ensures timely DSA closeout of projects by working with relevant staff, contractors and regulating authorities to resolve punch list items and other financial activities; represents the District's interest in construction-related disputes, calling on legal and other support services when required; assists with preparation, response, and defense of construction claims and litigation. **E**

Assists in developing reviewing and revising site Facilities Master Plans. **E**

Assists in coordinating facilities development with the Maintenance and Operations and Technology Department programs. **E**

Receives and reviews incoming work requests; plans, organizes, and prioritizes work requests for maintenance. Assists with field supervision of maintenance staff to ensure work requests are completed. **E**

Oversees repairs, renovations and special projects assigned to maintenance staff. **E**

Assists in making facilities development decisions and clearly articulating these decisions orally and in writing to staff, inside, and outside clients; provides site managers, senior managers, Superintendent and Board of Education with regular reports on project status. **E**

Facilitates master planning design meetings with school site staff, community, and other representatives to ensure that planning meets the needs of the sites within the constraints of standards and budget. **E**

Prepares and assists with school site needs and analysis for master planning and information for future bond campaigns and presents needs and estimates; presents as needed to the school sites to inform them of the purposes, practices and progress of the SRVUSD Bond Program and to respond to relevant questions and complaints; serves as District spokesperson for facilities matters as assigned. **E**

Assembles and enters data into software systems; analyzes information; utilizes spreadsheet software and project management software programs to track all construction and modernization activities. **E**

Assists in maintaining appropriate records of the District's facilities development program. **E**

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; plans, coordinates and arranges for appropriate training of staff. **E**

Attends various meetings within the District and community. **E**

Other related duties as required.

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.

EDUCATION AND EXPERIENCE:

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

- B.A. or B.S. in Engineering, Architecture, Construction Management;
- Three to five years of experience in building construction work, preferably with emphasis in school or public projects, and at least three years of which are in a supervisory capacity;

LICENSES AND OTHER REQUIREMENTS: Valid California Driver's License.

TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:

Proficient ability to use a personal computer, databases specific to the District, Internet, and Microsoft Outlook. Ability to use 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 AND ABILITIES: The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE OF:

Principles and practices of effective supervision and personnel management.
Technical aspects of architectural, civil, mechanical, electrical, structural and geotechnical engineering design and specifications.
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.
Financing, estimating and budgeting, including planning and estimating, calculating overhead, design and construction costs.
Budget preparation and control.
General knowledge of various school facility funding sources, restrictions, application submission procedures and requirements.
Legal requirements for District projects; regulations and regulatory agencies and commission affecting planning, zoning, design and construction.
Public law related to land management, acquisition and sale.
Requirements for final bid packages; construction management techniques and practices.
Budget preparation and administration.
Public capital project construction.

ABILITY TO:

Analyze problems and develop effective action plans.
Determine priorities and supervision of construction programs.
Review and analyze complex issues, make decisions, develop implementation strategies, and bring plans to completion.
Schedule and budget complex capital projects.
Monitor, review and revise job orders, schedules and budgets.
Monitor and track project progress and expenditures and implement cost controls.
Supervise and evaluate the performance of assigned staff.
Use computer based project management systems.
Negotiate and resolve contract disputes.
Establish and maintain effective working relationships with District staff and others contacted in the course of work; maintain client contractor relationships.
Work independently and effectively in a team environment.
Make effective presentations to clients and the community; communicate effectively with the public, community groups, the media, other District and city departments, agencies and private contractors both orally and in writing.
Plan, organize and direct the work of professional staff.

LANGUAGE SKILLS:

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

PHYSICAL DEMANDS & 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:

Indoor and outdoor working environment; driving a personal or District vehicle to conduct business; constant interruptions; seasonal heat and cold and adverse weather conditions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer and other department related tools and equipment; seeing to inspect job sites, read, prepare, and proofread drawings, diagrams, schematics, and related documents and view computer monitors; hearing and speaking to exchange information in person, on the telephone and to make presentations; lifting moderately heavy objects; sitting or standing for extended periods of time; climbing ladders and working from heights; kneeling, bending

at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store supplies; walking over rough or uneven surfaces at construction sites and during inspections.

HAZARDS:

Working in and around hard-hat construction sites and in areas where renovation and repair work is being performed. Working around moving parts and equipment and construction vehicles and equipment. Exposure to chemicals, fumes or gases; working around machinery having moving parts in the maintenance shop and during inspections; working around moving vehicles.

OTHER QUALIFICATIONS:

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

APPROVALS:

Keith J. Rogenski

Keith Rogenski
Assistant Superintendent, Human Resources

Date *12/2/19*

W Schmitt

Rick Schmitt
Superintendent

Date *11/19/19*