

DIRECTOR OF FACILITIES DEVELOPMENT

DEFINITION

Under supervision of the Chief Financial Officer, to be responsible for project planning, design phase management, cost control, schedule control, value engineering, quality control, construction administration and claims prevention, repair, alteration, reconstruction and relocation of school buildings and district facilities.

DISTINGUISHING CHARACTERISTICS

This is a management position, with supervision over the Facilities Planner, construction project inspectors, and other clerical staff as assigned.

ESSENTIAL FUNCTIONS

Develops and updates the planning database for schools and district facilities (e.g. student enrollments, construction rates, student yield factors, address grid systems, building data, district maps, school boundaries, etc.)

Serves as the district representative to Office of Local Assistance, Office of State Architect, and other state and local agencies as required for construction related approvals and funding applications.

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.

Serves as the district California Environmental Quality Act (CEQA) officer and is responsible for insuring and maintaining district compliance to CEQA.

Coordinates, implements and supervises the construction of new schools and district facilities and the repair, reconstruction and relocation of existing schools and district facilities.

Coordinates and monitors services provided by architects, engineers, consultants, contractors, inspectors and other professional service agencies used in support of the facilities program.

Prepares and presents periodic or special facility housing and financial reports to the public, funding agencies, board of education, superintendent's cabinet, management team, school sites and community groups.

Attends and participates in board of education, cabinet, staff, state agency, city, county, and community meetings as required.

Directs the coordination and administration of "joint-use" agreements between the district and other public agencies.

Directs the coordination and administration of any special use of school facilities; the procedure for granting such use, the maintaining of insurance requirements and compliances, and the invoicing and accounting for special uses.

Causes to be produced tentative budgets from all units under his/her direction; compiles and transmits such budget requests to the appropriate departments; monitors and controls the expenditure of budgeted funds and causes periodic reports of allocation of funds to be produced.

Keeps supervisor informed in a timely manner of construction project problems and issues.

Makes recommendations to insure project compliance with legal requirement, construction project drawings and specifications.

Researches and coordinates preparation of bids, contracts, purchase orders and related documents.

Develops cost, time and material estimates for selected projects to include fund, location, program and object coded budgets.

Monitors and expedites construction timeline information.

Directs coordination of construction projects with site administrators and personnel.

Prepares analyses and reports on construction problems.

Directs coordination of activities on construction projects beginning with the preliminary plans through the conclusion of the warranties.

Acts as chief school district construction inspector and supervises construction inspectors and reviews all construction inspection reports.

Responds to emergency calls evenings or weekends.

Performs generally related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Building construction and materials, and preparation of cost estimates and specifications.
Methods, materials, tools and terminology used in the building trades.
Applicable codes, ordinances and regulations.

Ability to:

Read and interpret instruction specifications, architectural drawings, diagrams and schematics;
Express ideas effectively verbally and in writing;
Prepare technical reports and specifications;
Coordinate and inspect construction and maintenance projects;
Analyze situations and develop appropriate recommendations for actions;
Travel throughout the District;
Establish and maintain effective working relationships with others.

Experience:

BA or BS in engineering, architecture, construction management; or equivalent work experience in a related field;

Extensively progressive and responsible experience in general construction work or related field, including management or supervisor experience;

Possession of a valid California driver's license.

Revised: 3/2/93, 4/18/97
Board Approved 7/17/90

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