San Leandro Unified School District
Job Description

Director of Facilities and Operations

DEFINITION:

Under the direction of the superintendent (or designee), the Director of Facilities and Operations (Director) will oversee all aspects of facilities maintenance, operations, and facility capital improvement. The Director will manage school resources to create a safe, supportive school climate that sets high standards for learning and meets district goals and standards. This includes developing and overseeing daily, short-term and long-term operations, maintenance and planning. The Director will also monitor and manage facility renovation and new construction projects, and represent the district in all areas for these projects.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

General Duties and Responsibilities:

- Supervises and directs the work of the maintenance and operations manager and supervisor. Works with these employees to ensure that the maintenance and operations department is running efficiently and smoothly;
- Ensures that the work of the maintenance and operations department is aligned with district goals and priorities;
- Oversees the professional development and training of site-based and department-based maintenance and operations staff;
- Supervises the development, administration and monitoring of departmental budgets;
- Ensure employee performance and adherence to employment policies, and district rules and policies;
- Supervise, train, and evaluate staff in accordance with district policies and procedures;
- Lead safety, training, and risk management efforts to ensure compliance with laws, regulations, and policies, such as the district's Illness and Injury Prevention Plan, to ensure the safety of building users and employees;
- Conducts regular site visits to monitor district facilities and grounds;
- All other related duties as assigned.

Construction and Renovation Related Duties and Responsibilities:

Manages all aspects of facility and capital improvement construction including:

- Serve as the district's liaison among contractors, architectural consultants, District staff, students, parents and community groups affected by facilities projects;
- Represent the district in planning matters with the City of San Leandro and all county and state organizations that oversee school district maintenance and construction;
- Ensure conformance with site plans, construction progress and adherence to schedules, conformance with contract documents, the review and approval of change orders, and payment request, etc.
- Monitors job-site renovation and construction projects and attends meetings with district, contractors, and consultants;
- Reviews, approves and coordinates construction schedules with the contractors;
- Ensures all construction projects meet all codes and regulations (state, local, etc…);

- Works closely with the administration, principals and staff to mitigate the impact of construction and construction sequencing on education programs, by working collaboratively with the project consultants and/or the general contractor (subs);
- Monitors construction progress in relation to the contractor's adherence to schedules and assures that construction is performed properly and according to standards and that shop drawings and material submittals are processed on a timely basis;
- Manages and directs architect's and consultant's work including preparation of RFP's, assisting in their selection, managing contracts, invoicing, review, approvals, processing request for additional services, etc.
- Monitors contracts, reviews contractor's request for reduction in retention amounts, reviews and monitors liquidated damages, reviews and approves contractor's monthly payment requests and reviews contractor's final payment requests;
- Works with district and consultants to oversee the costs of projects for containment within budget;
- Conducts investigations and makes recommendations in connection with planning, design, modification and contract administration for the projects;
- Develops construction deficiency lists and participates in the development of the project punch list;
- Reviews substantial completion, final completion and project close-out submittal and forwards to district when corrected and completed;
- Administers close-out, acceptance and occupation activities and assists in resolving problems, participates in final equipment and system tests;
  Participates in final inspections, assures that the operations and maintenance manuals and as-built drawings are produced, and develops occupancy plans;
- Monitors compliance with all applicable building codes and pertinent regulations;
- Maintains construction project records, including plans, specifications, documents, transmittals, meeting minutes, photos and videotapes;
- Prepares comprehensive reports concerning the status and progress of various projects;
- Organizes information, prepares materials, and creates agendas for staff and public presentations;

QUALIFICATIONS:

Knowledge of:

- Effective group facilitation skills and public communications techniques;
- Effective written and oral communication using correct English and grammar skills;
- General terms, procedures and practices in the planning, design, construction, rehabilitation, maintenance, and operation of school buildings and facilities;
- General understanding of the laws and codes regulating and affecting the maintenance, renovation, and construction of district facilities;
- General understanding of the theories of education facility design and educational facilities guidelines;
- Planning, organizing, supervising and reporting work/projects involving equipment and materials;
- Cost estimations, value engineering and cost savings procedures, methods of contracting, scheduling and materials procurement;
- Plan-checking during all phases of building inspection: structural, plumbing electrical, HVAC, landscaping and building envelopes;

- Federal, state and local environmental hazardous materials rules and regulations, including asbestos containing materials (ACM) methods and abatement procedures.

Ability to:

- Lead the maintenance and operations department to ensure that district facilities meet district goals and create optimal learning environments;
- Lead the training and development of staff;
- Aid in the design, construction and renovation of appropriate, effective, efficient and safe facilities; interpret data from a variety of sources to extract necessary data for preparation of plans and reports;
- Listen and then analyze problems, develop remedies while diplomatically and effectively carrying out plans and solutions;
- Evaluate construction schedules to ensure that construction is accomplished efficiently in relation to instruction needs;
- Analyze cost data and statistical information for the development of administrative controls and records;
- Direct, coordinate, inspect and supervise maintenance, grounds, custodians, and construction projects;
- Conduct research, prepare and present oral and/or written reports and to represent the district publicly in a meaningful manner;
- Control quality of project; schedules and budgets;
- Perform a wide range of professional, administrative, advocacy and liaison duties involved in the construction process;
- Work effectively with district administrators and representatives of a wide variety of public agencies, community groups and private industry;
- Ensure the identification and blending of instructional needs and requirements into the overall facility planning process;
- Communicate with a wide range of individuals orally and in writing;
- Meet physical and/or mental requirements associated with tasks outlined in this position.

EDUCATION AND EXPERIENCE:

- Bachelor's degree or equivalent
- Degree (or equivalent training) in architecture, construction, project management, civil engineering, and/or related fields
- Five years of professional management experience in facilities management, planning, and construction

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license and proof of current California auto liability insurance at time of appointment and throughout employment in this classification
- Personal automobile for job-related travel

WORK YEAR: 12 Month Position

WORKING CONDITIONS:

Office environment. Regular work in school, classroom, and meeting room settings. Travel between locations required.

PHYSICAL REQUIREMENTS:
Frequency Key; None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4)

Activity	Frequency		Activity	Frequency
Bend	3		Lift/carry 0-10 lbs	3
Twist	3		Lift/carry 11-20 lbs	2
Squat	2		Lift/carry 21-30 lbs	2
Kneel	2		Lift/carry 31+ lbs	1
Climb	2		Stand	3
Reach above shoulder	2		Walk	3
Grip/Grasp	2		Sit	3
Extend/Flex Neck	3		Drive	2
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4