

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director, Capital Projects, Facilities, and Resource Management	CLASSIFICATION:	Non-Represented Management/Classified
SERIES:	Director I	FLSA:	Exempt
JOB CLASS CODE:	9771	WORK YEAR:	12 Months
DEPARTMENT:	Facilities Support Services	SALARY:	Range 15 Salary Schedule A
REPORTS TO:	Assistant Superintendent, Facilities Support Services	CABINET APPROVAL:	01-27-2020

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Facilities Support Services, responsible for planning, developing, organizing, controlling, maintaining, and directing functions related to facilities, resource management and sustainability efforts, and related services of the District; supervise and evaluate the performance of assigned staff.

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 principle job elements.)

Plan, organize, control, and direct a variety of programs, projects, and activities related to facilities, resource management and sustainability efforts to provide a safe and appropriate environment for students and staff. **E**

Provide technical expertise, information, and assistance to assigned supervisor regarding assigned functions, unusual trends, or problems, and recommend appropriate corrective action; formulate and develop policies and procedures to comply with state, county, and city laws and regulations. **E**

Provide technical expertise, information, and assistance related to facility and energy conservation grants and bond projects. **E**

Develop and update the planning database for schools and District facilities to include student enrollments, construction rates, student yield factors, address grid systems, building data, District maps, and school boundaries. **E**

Develop and update the short and long range Master and Budgetary Plans for new and existing school sites and District facilities; monitor Facilities Master Plan and long range facility planning based on accepted growth projections. **E**

Coordinate the preparation and submission of applications and plans for state funds and grants, city funds, county funds, impact fees, developer fees, bond funds, and other local funding sources. **E**

Develop strategies and projects to maximize state facilities funding opportunities for the District; review and approve funding applications, fund releases, and progress statements. **E**

Develop and implement long and short-term plans and activities designed to enhance programs and services; assure an economical, safe, and efficient work environment; and comply with state requirements regarding reporting of maintenance needs and plans including the Deferred Maintenance Plan and resource conservation efforts. **E**

Develop and manage a preventative maintenance program to ensure maximum lifecycle of building components and

equipment. **E**

Coordinate the preparation of plans from the developed educational, performance, and equipment specifications for schools and District facilities. **E**

Coordinate the selection, monitoring and supervision of services provided by architects, engineers, consultants, contractors, attorneys, bond counsels, financial advisors, bond underwriters, inspectors, and other professional service agencies used in support of the facilities program. **E**

Remain current on local, state, and federal regulations which govern the operation of public school facilities, current issues, developments, industry standards, and innovation; attend professional association meetings, conferences, and collaborate with industry partners. **E**

Represent the District on construction sites in contact with contractors, engineers, commissioned architects, and the public for the purpose of coordinating activities and ensuring activities achieve District objectives. **E**

Attend and conduct a variety of meetings as assigned; represent the District regarding school housing planning matters. **E**

Meet with Division of State Architect (DSA) as required for plan review and DSA approval; provide input for District construction standards and assist with the development of District specifications. **E**

Oversee the closeout and certification of projects with associated agencies (i.e. DSA, OPSE, CDE, County and Joint Use Partners). **E**

Work with California Department of Education (CDE) staff to obtain approval of District projects. **E**

Coordinate California Environmental Quality Act (CEQA), and environmental compliance for Facilities Planning and Construction (FPC) projects as assigned. **E**

Work closely with city, community, park districts, and consultants to ensure projects are cooperatively implemented. **E**

Serve as liaison between District personnel and planning and construction agencies, construction inspectors, architects, contractors and other outside agencies; respond to inquiries, provide information concerning construction activities, and consult government officials to assure compliance with laws and regulations related to financing, planning, and construction of school facilities. **E**

Provide technical expertise, information, and assistance to the Director of Maintenance and Operations regarding the formulation and development of policies, procedures, and programs to assure an economical, safe, and efficient work environment; and advise the Chief Business Officer and Assistant Superintendent of Facilities Support Services of unusual trends or problems; and recommend appropriate corrective action. **E**

Oversee the development of the District Hazardous and Toxic Waste Program, the District Asbestos Management Program, the District Injury and Illness Prevention Program, and other safety programs as directed by the District Administration. **E**

Attend and conduct a variety of meetings as assigned; attend pre-bid and pre-construction meetings and provide input; and evaluate current bid climate and product costs to determine most cost effective construction delivery approach. **E**

Administer construction contracts, direct efforts of project team, including contractors, designers, and project managers; interpret contract requirements and ensure proper documentation. **E**

Supervise energy and other related conservation programs and monitor utilities consumption; recommend and oversee

utility conservation projects. **E**

Perform feasibility studies to determine facility options cost and timelines to support District educational programs. **E**

Oversee daily departmental administrative activities to include answering official queries and public information act requests, development of external written communications, administrative work assignments, preparation and maintenance of narrative and statistical reports, and maintenance of electronic and hard copy files. **E**

Collaborate with instructional division to assure that the instruction needs of staff and students are met on construction projects. **E**

Communicate and collaborate with District administrators and personnel, outside organizations, and contractors to coordinate activities and programs; resolve issues and conflicts and exchange information; and model District standards of ethics and professionalism. **E**

Participate in District-wide initiatives and plans; coordinate staff planning and implementation of major capital bond initiatives to support District efforts to pass new capital bonds, oversee preparation of annual bond progress report, and periodic reports to the Board of Education. **E**

Coordinate reporting of Bond activity to the Citizens Oversight Committee, School Board, Superintendent, and other applicable District staff. **E**

Direct the activities of staff members who provide administrative support to Independent Citizens Oversight Committee (ICOC) and other statutory bodies. **E**

Develop and prepare the annual budget for facilities and maintenance department; analyze and review budgetary and financial data; and monitor and authorize expenditures in accordance with established guidelines. **E**

Assist in the formulation and development of policies, procedures, and programs to assure an economical, safe, and efficient work environment; advise assigned supervisor of unusual trends or problems and recommend appropriate correction action. **E**

Make presentations to the Board and other designated parties as necessary regarding status on Facilities Maintenance projects and Bond Program; respond to questions and concerns.

Develop and administer schedules and work assignments; coordinate and arrange for appropriate training of staff to accomplish specific results-based outcomes. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions. **E**

Lead and work with school improvement initiatives that address student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Facilities and Maintenance. **E**

Perform related duties consistent with the scope of the position.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree from a four-year accredited college or university in a business or public administration, construction management, engineering, architecture or environmental related field and five years of progressively responsible management experience is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Planning, organization, and direction of facilities.

Methods, used in the building maintenance trades.

Building construction practices and laws governing the construction, maintenance, and repair of schools and public buildings.

Proper methods of storing equipment, materials, and supplies.

Budget preparation and control.

Applicable state, county, and city laws, codes, regulations, policies, and procedures.

District organization, operations, and objectives.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills.

Principles and practices of management, supervision, and training.

Evaluation approaches, strategies, and techniques.

Appropriate safety precautions and procedures.

Health and safety regulations.

Operation of a computer and related software.

ABILITY TO:

Plan, and organize, a facilities project for a large school district.

Prioritize and schedule work.

Estimate materials and labor costs.

Work independently with little direction.

Maintain detailed records.

Establish and maintain effective working relationships with others.

Communicate effectively, both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Analyze situations accurately, and adopt an effective course of action.

Plan, layout, manage, and control a maintenance work program involving diversified activities.

Prepare comprehensive narrative and statistical reports.

Train, supervise, and evaluate the performance of assigned staff.

Operate a computer and related software.

Meet state and District standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Indoor and outdoor work environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor;

sit or stand for extended periods of time; walk to conduct inspections; bend at the waist, and reach overhead, above

the shoulders, and horizontally to retrieve and store files; and lift light objects.

SAMPLE HAZARDS:

Exposure to safety hazards routinely associated with construction sites and maintenance spaces is possible.

HEALTH BENEFITS: Management employees purchase their own health benefits with District-offered plans.

(Former Classification: Director III, Facilities Maintenance and Resource Management; Director II, Facilities and Maintenance)