

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director, Construction Services	CLASSIFICATION:	Non-Represented Management, Classified
SERIES:	Director I	FLSA:	Exempt
JOB CLASS CODE:	9715	WORK YEAR:	12 Months
DEPARTMENT:	Facilities Support Services	SALARY:	Range 15 Salary Schedule A
REPORTS TO:	Chief Operations Officer	HR APPROVAL: REVISION:	06-23-16

BASIC FUNCTION:

Plan, develop, organize, coordinate, direct, and monitor new construction, reconstruction, remodeling, alteration, relocation and renovation of district facilities and grounds; supervise the performance of and provide training to 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.)

Assume responsibility for the management of all areas under the renovation and modernization of district facilities, sites, and energy conservation programs. **E**

Provide technical expertise, information and assistance regarding construction activities; participate in the formulation and development of policies, procedures and programs as requested. **E**

Plan, organize, and manage the activities and operations of assigned construction projects; assure construction projects comply with established rules and regulations, construction project drawings, and project specifications. **E**

Coordinate and develop construction, reconstruction, alteration, relocation and other capital outlay projects; review plans, inspect construction projects, conduct investigations and provide recommendations concerning planning, design, construction, order changes, design modifications and contract administration as appropriate; and assure District officials are notified of project status. **E**

Develop and prepare various budgets; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Plan, coordinate, and schedule new construction, remodeling, and modernization projects with district staff, outside contractors, and related trades, as required. **E**

Perform various construction duties including contract administration, dispute resolution, and change order processing. **E**

Communicate with other administrators, district personnel, and contractors to coordinate activities and programs, resolve issues and conflicts, and exchange information. **E**

Train, 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**

Responsible for the filing of required reports to local, state, and federal agencies regarding facilities and related projects, and compliance with applicable codes and regulations. **E**

Operate a computer and assigned software programs; use other office equipment as assigned; and operate vehicle to conduct work. **E**

Prepare board agenda items and attend board meetings as required. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in planning, facilities management, construction management, architecture, or related field, and six years increasingly responsible supervisory experience.

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 management and planning activities.
Terms, procedures, and practices used in the planning, design, construction, rehabilitation, remodeling, maintenance, and operations of school buildings and facilities.
School facility funding sources and application submission procedures and requirements.
City redevelopment and zoning policies, procedures, and regulations.
Budget preparation and control.
Principles and practices of management.
Applicable laws, codes, regulations, policies, and procedures.
District organization, operations, policies, and procedures.
Research methods and report writing techniques.
Presentation, communication, and public speaking techniques.
Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary and composition.
Reading and writing English communication skills.
Operation of a computer terminal, software and other office equipment,
Office management techniques.
Health and Safety regulations.

ABILITY TO:

Perform basic function of the position.
Plan, organize, and administer the planning and management of new and existing buildings and facilities.
Perform professional, administrative, advocacy, and liaison duties involved in the facility planning process.
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 and organize work.
Work independently with little direction and meet required schedules and timelines.
Handle multiple tasks, work under pressure and work with priorities/deadlines subject to frequent change.
Research, analyze, compile, verify data and prepare comprehensive narrative and statistical reports.
Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; drive a vehicle to conduct work; working in and around construction activities; constant interruptions.

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, monitor progress of projects, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects; walking over rough or uneven surfaces at construction sites.

SAMPLE HAZARDS:

Working around and with machinery having moving parts at construction sites; contact with dissatisfied or abusive individuals.

HEALTH BENEFITS:

District pays a portion of the employee's health benefits through District-offered plans.

APPROVALS:

Cancy McArn, Chief Human Resources Officer

Date

José L. Banda, Superintendent

Date