

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Facilities Program Specialist	CLASSIFICATION:	Non-Represented Management, Classified
SERIES:	Specialist III	FLSA:	Exempt
JOB CLASS CODE:	6003	WORK YEAR:	12 Months
DEPARTMENT:	Capital Asset Management Services	SALARY:	Range 7 Salary Schedule A
REPORTS TO:	Director, Planning, Construction, and Operations and Director, Facilities and Maintenance	HR APPROVAL: HR REVISION:	07-17-12

BASIC FUNCTION:

Plan, coordinate, and oversee the work in planning, design, and renovation of new school buildings and facilities, and the alteration, relocation, and repair of existing buildings and structures.

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.)

Coordinate capital improvement construction or minor renovation projects of school facilities with architects, engineers, and contractors; represent the assigned project to district management over the course of the contract. **E**

Provide preliminary cost, time, and labor estimates for capital improvement projects. **E**

Evaluate and recommend changes in scope of projects. **E**

Perform various construction duties including contract administration, dispute resolution, and change order processing; ensure that corrections to non-compliant work are completed and documented. **E**

Visit construction sites to observe/inspect work in progress, and ensure adherence to plans, specifications, district construction standards, codes, and regulations; monitor, consult, and advise on construction site activities; assure timely completion of projects; resolve issues and conflicts. **E**

Maintain liaison with regulatory agencies at State and local levels, as necessary, to ensure compliance with all design and building codes. **E**

Prepare and maintain required records, reports, and statistical data related to assigned services, activities, and operations; operate a computer. **E**

Provide technical expertise, information, and assistance to assigned supervisor regarding assigned functions, unusual events/trends, potential problems, or opportunities for improvement, and recommend or take appropriate corrective action. **E**

Remain current concerning trends in technology by reading journals/papers, taking courses, and attending workshops

Assist with the preparation of the annual budget for the department; analyze and review budgetary and financial data to ensure data accuracy; monitor and authorize expenditures in accordance with established guidelines. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities; demonstrate support for the school district and its goals and priorities. **E**

Communicate and collaborate with other administrators, district personnel, outside organizations, contractors, and vendors to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. **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; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor's degree preferably in engineering, architecture, construction/ project management or related discipline, and two years increasingly responsible experience in the planning, design, and renovation of buildings and related structures in public works.

LICENSES AND OTHER REQUIREMENTS:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Construction management methods.

Architectural methods and techniques.

Research methods and report writing techniques.

Budget preparation and control.

Applicable sections of the State Education Code, laws, codes, regulations, policies, and procedures related to assigned duties.

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.

Operation of a computer and related software.

ABILITY TO:

Coordinate complex construction projects.

Prepare and maintain records, reports, and statistical data.

Maintain current knowledge of technological advances in the field.

Interpret blue prints, plans, and specifications.

Provide preliminary estimates for capital improvement projects.

Maintain confidentiality regarding school and workplace matters.

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

Establish and maintain cooperative and 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.

Prioritize and schedule work.

Plan and organize work to meet schedules and deadlines.

Prepare comprehensive narrative and statistical reports.
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:

Office and construction site environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to inspect projects, read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; climb on ladders and scaffolding to inspect work; walk over uneven ground at sites; bend at the waist, and reach overhead, above the shoulders, and horizontally to inspect projects, and retrieve and store files; lift light objects.

SAMPLE HAZARDS:

Reviewing projects during demolition; working at heights.

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

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date