



Sequoia Union High School District

Job Description

JOB TITLE:	Chief Facilities Officer
ADMINISTRATIVE RELATIONSHIP:	This Position reports to the Superintendent
CLASSIFICATION:	Classified
REQUIREMENTS	Minimum Degrees/Credentials/Experience Required for Position <ul style="list-style-type: none"> • A bachelor's degree, master's degree preferred, • Minimum of five years in a management position that includes responsibility for facilities management • At least five years of administrative or project management experience preferably within a public school system
SALARY SCHEDULE:	Management Salary - Assistant Superintendent/ Chief Facilities Officer
WORK – YEAR / HOURS:	12 Months
LOCATION:	District
BOARD APPROVAL:	November 5, 2014

BRIEF DESCRIPTION OF POSITION

Under policy direction of the Superintendent, the Chief Facilities Officer (CFO) is a cabinet-level position with responsibility for planning, developing, and overseeing all functions of the Facilities Design and Construction and Real Estate. This CFO position represents the Superintendent and the District for facility planning and management of building and facility construction including supervision and coordination of consultants, communications with parents and the general community, facilitation of staff planning, and leadership of District committees.

DUTIES AND RESPONSIBILITIES

- Plans, coordinates and supervises facilities improvements and construction of all District facility assets,
- Develops and implements department goals and policies, including the short-term and long-range strategic and project plans,
- Establishes departmental goals and objectives, along with work standards as a means for evaluating the progress of all construction projects
- Assists in the coordination and preparation of the Board Agenda and provides regular reports to the Board and communication to the public,
- Assists in the initiation and administration of new District-wide facility programs, conducting special studies as authorized,
- Responds to public records requests and any litigation regarding the development of facilities and land acquisition,
- Responsible for District facility planning (District's Facility Master Plan) for both comprehensive and alternative school sites,
- Manages District budgets related to capital improvement projects including bond projects

(expenditure reports, development of purchase orders and tracking of projects) and coordinating management with the District Assistant Superintendent of Administrative Services,

- Acts as chief District representative to the District Citizens Bond Oversight Committee providing necessary reports on facility development, budget and auditing,
- Resolves conflicts among contractors, consultants, neighbors, staff and others as applicable,
- Facilitates decision making about planning and construction activities and maintaining District calendar including the phasing of projects related to school operations,
- Facilitates site design committees coordinating consultants' work with committees and staff
- Makes regular periodic reports to the Board of Trustees on progress of facility planning and/o construction.
- Develops informational communications to public, parents and staff,
- Represents District in supervision of consultants and contractors, coordinating activities, ensuring adherence to project timelines, and reviewing project invoices and payments,
- Acts as the District representative to State and Regulatory Agencies related to facilities projects (CDE, DSA, OPSC, and DTSC)
- Facilitates the environmental impact studies and development of reports for facility projects,
- Oversee pre-qualification, bidding and selection process of contractors for District facility projects,
- Ensures proper housing of District students and use of school facilities,
- Develops and issues Notices to Proceed, Stop Orders, and Final Acceptance and other directions to contractors,
- Monitors "Requests for Information" and reviews and processes decisions for change orders,
- Develops and facilitates interim District and school operations during construction,
- Plans and facilitates interim housing at sites
- Responsible for record keeping of operational costs in conformity with District and State policies, rules and regulations
- Other tasks and duties that arise from the facility planning and construction process

Knowledge and Abilities:

Knowledge of laws and regulations pertaining to the construction; knowledge of principles and techniques of supervision and training; ability to analyze and make accurate estimates of costs; ability to prepare and present oral and written reports; ability to plan and organize departmental procedures; ability to work cooperatively with others.

Physical Requirements:

The physical abilities required of this classification may include the following:

- Vision sufficient to inspect conditions of facilities, equipment and systems, and prepare and review diagrams and paperwork.
- Walking, bending, stooping, kneeling and climbing to inspect work.
- Speech and hearing sufficient to provide information, discuss needed work, and provide instructions and training.
- Motor skills to operate District vehicles.
- Work in exposure to noise, fumes, weather, moving equipment and machinery in the course of inspecting and supervising work.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record; must be willing to remain on 24 hour call for emergencies