



Sequoia Union High School District

Job Description

JOB TITLE:	Director of Facilities
ADMINISTRATIVE RELATIONSHIP:	This Position reports to the Assistant Superintendent, Administrative Services
CLASSIFICATION:	Classified
REQUIREMENTS	<p>Minimum Degrees/Credentials/Experience Required for Position</p> <ul style="list-style-type: none">• A Bachelor's Degree from an accredited college or university in a related field: architecture, engineering, construction, or project management, augmented by extensive college level courses in management construction, supervision, training and related areas, and at least five years of managerial and supervisory experience of personnel, general field of maintenance, custodial and/or construction, material, and equipment; or• A valid contractor's license and at least five years of increasingly responsible managerial and supervisory experience of personnel, general field of maintenance, custodial and/or construction, material, and equipment.• Master's degree preferred.
SALARY SCHEDULE:	Management Salary Schedule IV
WORK YEAR / HOURS:	12 Months
LOCATION:	District
BOARD APPROVAL:	11/14/2012

BRIEF DESCRIPTION OF POSITION

Under the direction of the Assistant Superintendent of Administrative Services, the Director of Facilities is responsible to plan, organize, direct, coordinate, manage, and supervise the facilities planning, facilities support activities, building maintenance, custodial, grounds keeping, safety/security services, logistics planning services, disaster preparedness services, and to perform related duties as assigned.

EXPERIENCE

Minimum five years experience in State School Construction at the level of manager or above preferred.

DUTIES AND RESPONSIBILITIES

- Plans, coordinates and supervises the construction and modernization program, maintenance and operations of the District
- Develops standards and a systematic inspection system to ensure the quality of overall maintenance;
- Establishes departmental goals and objectives, along with work standards as a means for evaluating the progress of all construction, maintenance and operations projects;
- Ensures that an established schedule for preventive and deferred maintenance programs and operations are completed;
- Prepares and monitors the budgets for construction, maintenance and operations;
- Develops and implements long-range plans and programs to maintain, repair and modify District building and grounds, and replacement of equipment;
- Oversee work schedules and assignments for construction, maintenance and operations regarding duties as required within contractual agreements and standards;
- Responsible for the District's Deferred Maintenance Program, including asbestos abatement;
- Assist with the District long-range facilities planning program;
- Responsible for the selection of architect and contractors for new construction and modernization projects;
- Oversees the District's energy conservation and hazardous waste programs;
- Responsible for record keeping of operational costs in conformity with District and State policies, rules and regulations;
- Assist in the developing of cash flow strategies for the District's construction and modernization program;

Knowledge and Abilities:

- Principles of administration, supervision, project management, safety, systematic organizational communications, and security;
- Building construction practices and materials, and laws, codes and regulations affecting the construction and repairs of school buildings;
- Methods, best practices, materials and equipment used in the maintenance of grounds, including but not limited to landscaping, playing fields, asphalt and concrete surfaces, sprinkler systems and drainage;
- Laws and regulations on hazardous materials, safe worker practices and worker's compensation issues;
- Principles and practices of departmental budgeting and cost control;

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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. Must have the ability to obtain and maintain insurability status under the District's insurance policy.