

Morgan Hill Unified School District

Director of Facilities

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the direction of and reporting to the Assistant Superintendent of Business Services or designee, the Director of Facilities shall be responsible for all aspects of the maintenance and construction or reconstruction of school facilities, including research, analysis and design; provide liaison between the District and agencies of the State, County and City governments; plan, direct and coordinate the district risk and assets management and safety programs. The Director is expected to maintain a safe, caring, student centered environment that promotes high performance and ethical standards among all maintenance staff. The Director operates within the framework of District policies adopted by the Board of Education and the legal requirements as stipulated in the Education Code.

DISTINGUISHING CHARACTERISTICS:

This single incumbent class is responsible to plan, coordinate and manage all aspects of facilities management. The incumbent works closely with the Assistant Superintendent of Business Services, or designee, in the overall management of facilities.

REPRESENTATIVE DUTIES:

- Develop and update the short and long range planning database for schools and district facilities (e.g., student enrollments, residential, commercial and industrial construction rates, student yield factors, address grid systems, building data, district maps, school boundaries, etc.) in coordination with Fiscal Services, Personnel, and Educational Services.
- Develop and update the short and long range District Facility Master Plan for the acquisition and construction of new sites, schools, and district facilities, and modernization, reconstruction or relocation of existing facilities.
- Develop, update, and present financial plans and funding sources in support of the short and long range District Facility Master Plan as directed.
- Monitor enrollments and develop recommendations for school attendance area boundaries to ensure maximum utilization of school sites.
- Attend and participate in Board of Education, staff, government agency, and community meetings as required.
- Evaluate special facility needs related to educational programs or unusual school problems, traffic flow, future growth possibilities, and master site planning.
- Recommend building programs and priorities; prepare and submit applications and plans for state funds, city funds, county funds, developer fees, and other funding programs when appropriate.
- Coordinate, implement, and supervise the bidding process, construction, modernization, and reconstruction of schools and district facilities, monitor project costs for containment with budget.
- Assist with the selection, monitoring and supervision of services provided by architects, engineers, consultants, contractors, inspectors, and other in support of the facilities program.
- Coordinate and oversee maintenance and operations for the district; assure proper care, cleaning, maintenance and repair of grounds, buildings and facilities.
- Responsible for the division budget and expenditures.
- Oversee work assignments for all personnel assigned, including inservice training and safety programs.
- Complete annual evaluations of management personnel and oversees annual evaluations of operations personnel.
- Oversee inspections of completed job assignments and work done on contracts for quality and safety.
- Oversee estimate costs of jobs and recommend priority of work to be done.
- Coordinate and monitor the collection of Developer fees and Mello-Roos fees.
- Perform related duties as assigned.

EMPLOYEE STANDARDS:

KNOWLEDGE OF:

- Principles, materials, methods, techniques, and strategies pertaining to comprehensive maintenance and operations programs

- Practices, procedures and trends of management, organization and supervision
- Legal mandates, policies, regulations and operational procedures pertaining to the maintenance, repair, construction, and cleaning of agency facilities and equipment
- Practices, procedures, techniques and strategies for determining operational effectiveness
- District policies and procedures related to District and facilities use operations
- Safety rules, practices, and regulations
- Use of computer hardware/software

ABILITY TO:

- Ability to plan, organize, direct and coordinate the activities of a multi-functional division
- Prepare, interpret and work from plans, specifications, schematics, diagrams and drawings
- Accurately estimate time and materials costs
- Effectively meet established deadlines and schedules
- Deal with high stress situations in a calm and tactful manner
- Maintain accurate and current records and files
- Communicate effectively in oral and written form
- Meet the public tactfully and courteously; establish and maintain a cooperative and effective working relationship
- Pass Class A physical

EDUCATION:

Must have bachelors degree in urban planning, business administration, public administration, construction management, civil or structural engineering, or related field.

EXPERIENCE:

A minimum of five year professional or management level experience in facilities planning, and construction, architecture, or facilities management; preferably in public sector construction. Three years increasingly responsible experience directing or managing the areas of maintenance and operations; operations in a school district is desirable; experience with state agencies for school facilities construction is desired. Compensating strengths may be considered, where appropriate, for the above.

LICENSES OR CERTIFICATES:

Possession of a valid California driver's license and a driving record which meets the requirements of the District's insurance carrier.

EMPLOYMENT STANDARDS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

WORKING CONDITIONS:

- Ability to sit for extended periods of time
- Ability to see and read, with or without vision aids
- Ability to hear and understand speech at normal levels
- Ability to communicate so others will clearly understand normal conversation
- Ability to bend, twist, kneel and stoop
- Physical dexterity limbs and digits to operate computer keyboard and other office machines
- Physical agility to lift, carry, push, pull up to five pounds on a regular basis and up to 15 pounds occasionally
- Ability to reach in all directions