

ORANGE UNIFIED SCHOOL DISTRICT

EXECUTIVE DIRECTOR, FACILITIES

DEFINITION

Under the direction of the Assistant Superintendent of Business Services, is responsible for planning, developing and overseeing the development and implementation of a facility master plan; all aspects of construction including planning, development and funding of new facilities, modernization of existing sites, and interim facilities solutions; and supervising maintenance and operations, including directing, planning, organizing and overseeing the maintenance and operations of the District's buildings, grounds, and facilities; and perform other related duties as required.

ESSENTIAL DUTIES

- Plan and develop a district-wide and site-by-site plan for facility needs;
- Oversee maintenance of the physical school facilities and grounds;
- Manage District facilities master plan; participate in appropriate planning committees related to school facilities; consult with District staff, city county, and state officials, and other agencies regarding construction planning, progress and funding; work with the administrators in evaluating existing facilities;
- Develop, implement and monitor budgets for all projects; develop and expedite schedules for planning construction and closeout phases; establish and maintain systems for monitoring and reporting progress on construction, site improvement and remodeling projects; work with project architect to coordinate construction and the general administration of the construction contract;
- Oversee the work of all maintenance and grounds personnel and District-level custodial personnel;
- Provide direction and support for all school-site custodial personnel who work for site administrators;
- Coordinate the submission of state applications for new construction, modernization, state relocatable program, and determine District eligibility; act as planning liaison with State Department of Education, the Office of Public School Construction and other governmental agencies; monitor compliance with state school facilities program guidelines; provide for the coordination of consultants in the preparation of District developer fee justification studies;
- Maintain up-to-date comprehensive inventory and control of all record drawings for the District; ensure that as-built drawings are originated and become a supplement to the record drawings on all construction, site improvement or remodeling projects;
- Be responsible for planning and development of new schools, interim facilities programs, facility utilization requirements and remodeling/refurbishing of existing facilities;
- Be responsible for the acquisition and the installation of portable classrooms and portable buildings;
- Be responsible for disaster recovery and acquiring reimbursement from the state and federal agencies;
- Be responsible for the District's security systems at the District office and at school sites;
- Conduct public hearings on designated issues such as facilities, maintenance and operations;

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ESSENTIAL DUTIES (Continued)

- Provide advice and counsel to the Assistant Superintendent, the District's Cabinet and others on matters relating to the functions of the Business Division;
- Develop the annual Maintenance and Operations budget;
- Oversee the District utilities services; develop, manage and adjust District utilities budgets throughout the year, in conjunction with the District budget office;
- Develop and manage the program for inspection of District facilities and grounds on a regular basis to determine maintenance and repair needs;
- Plan and direct activities related to issues of environmental compliance and indoor air quality for facilities;
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

Building codes, state regulations, and safety orders for school construction;

Legal rights and responsibilities of the District under applicable state and federal law;

Methods, materials, and equipment used in maintenance, custodial, and grounds work;

Requirements for maintaining school buildings, grounds, and equipment in a safe and orderly manner;

State regulations and programs relating to the maintenance and operations of school sites;

State regulations relating to pest management, playground safety, environmental compliance, and workplace safety and operations;

Environmental mandates;

Principles of effective personnel management and financial management;

General accounting practices;

Related computer software and programs.

Ability to:

Plan, organize and direct complex programs of facilities and planning;

CEQA compliance, EIR preparation and review;

Read and interpret plans and specifications;

Communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analyses;

Estimate labor and materials costs;

Make recommendations and develop conclusions;

Use sound judgment in interpreting and applying policies and procedures;

Collect and analyze data; manage, supervise, motivate and train personnel;

Establish and maintain effective working relationships.

WORK ENVIRONMENT

Employees in this classification work directly with District staff, students and public, primarily indoors, sometimes outside, in the absence of supervision, over 40 hours a week, with a high volume of work and tight deadlines, continuously changing priorities, continuous interruptions, work alone, with temperature changes, in confined spaces, with heights, with electrical hazards.

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PHYSICAL DEMANDS

Employees in this classification stand, walk, sit, lift and carry up to 50 lbs., stoop/bend, repetitively use wrists or hands in a twisting motion or while applying pressure, use both hands simultaneously, repetitively use fingers, have rapid mental/muscular coordination, maintain balance, reach overhead, kneel, stoop and climb, have sufficient agility to walk and move in and around building construction in progress, see clearly to review drawings, plans, blueprints, records and reports, see small details, have color vision/distinguish wire color, speak clearly, hear normal voice conversations, use a computer and a telephone, drive a vehicle.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Five years of increasingly responsible experience in public education institutions or large public agency facility planning. Additional qualifying experience may be substituted for two years of the educational requirement. Five years in a supervisory or managerial capacity required.

Education:

Graduation from a four year college or university with a major in business administration, architecture/engineering, school business administration, urban planning/development or facilities plan construction management/engineering, related discipline, or the equivalent.

License Requirement

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment

Insurability by the District's liability insurance carrier.