

BUCKEYE UNION SCHOOL DISTRICT

POSITION: Director of Facilities

DIRECTLY RESPONSIBLE TO: Assistant Superintendent, Administrative Services

CLASSIFICATIONS SUPERVISED: Facility and Maintenance Assistant Accountant, Supervisor of Maintenance and Operations and Head Custodians (Shared w/Site Administrators.)

BASIC FUNCTION:

To assist with project planning, design, cost control, construction administration, reconstruction, and relocation of school buildings and District facilities for the Buckeye Union School District. To organize and direct District facility maintenance and operations. To oversee infrastructure for district technology.

DISTINGUISHING CHARACTERISTICS:

The incumbent in this management class receives general direction and operates within a broad framework of policies and procedures. The work assignments include management of District facility maintenance and operations, budgeting and fiscal activities, staff supervision, and purchasing. Performance of these responsibilities requires initiative, management and organizational skills, problem-solving skills, and considerable independent judgment.

PERFORMANCE RESPONSIBILITIES:

1. Plans, organizes, and directs maintenance and operations services for existing facilities and grounds.
2. Inspects buildings for needed repairs and maintenance, as well as fire, safety, or health hazards.
3. Determines priorities for repairs and determines and secures best method for repair. Inspecting work to ensure compliance with established standards and building and safety codes.
4. Prepares and/or reviews estimates of job costs.
5. Assists with the planning and implementation of District facility development and the coordination of District facility development projects with other local agencies.
6. Assists Educational Specification Committees with the development of school designs, describing staff and student needs to architects and assisting with the preparation of proposals and designs for administration and Board approval.
7. Assists with development and preparation of the District Master Plan, environmental documents, State Building program applications, and responses to development proposals.
8. Coordinates construction activities for permanent and portable facilities, including accurate record keeping.
9. Assists with developing recommendations for District facilities and related procedures.
10. Establishes and manages District wide programs for preventative maintenance and energy conservation.
11. Prepares and interprets plans and specifications for the maintenance of facilities and grounds.
12. Directs and coordinates the planning and development and infrastructure for systems which apply technologies to district-wide needs.
13. Assists with the development, implementation of programs, goals and objectives and district policies and procedures for the acquisition and application of technology.
14. Prepares budgets and financial data as necessary to procure sufficient funding to implement district-wide technology plans.
15. Works with outside consultants on educational technology programs and issues. Coordinates outside consultants' efforts relating to the District's educational technology network and equipment maintenance.
16. Insures effective implementation and utilization of telecommunications equipment throughout the District.
17. Develops and manages a system for responding to requests for technical assistance.
18. Ensures an effective communication system in which all users are notified of changes, modifications, conversions of software, technology failures and other notices as needed.
19. Selects, supervises, trains and evaluates assigned staff.
20. Other duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS:

Frequently stand and walk for extended periods; stoop, kneel and crouch to pick up or move objects; ability to climb ladders and scaffolding; ability to work around moving objects or vehicles; normal manual dexterity and hand-eye coordination; physical ability to lift and carry equipment weighing up to fifty pounds without assistance; corrected hearing and vision to normal range; verbal communication; use hand and power tools as necessary; use office equipment such as computer, telephone, calculator, FAX.

TYPICAL WORKING CONDITIONS:

Work is performed in a variety of District facilities; work is performed both inside and outside in various types of weather; some exposure to controlled and hazardous substances and chemicals; frequent contact with staff and the public.

QUALIFICATIONS

KNOWLEDGE OF:

- Applicable codes related to the development, maintenance, and construction of facilities.
- Methods, practices, equipment, and supplies used in the building trades.
- Applicable State and local building, safety, and health codes.
- Principles and techniques of staff supervision and training.
- Management techniques, including budget preparation and expenditure control.
- Occupational hazards and safe work practices of the building maintenance trades.
- Various forms of electronic technology suitable for educational applications.
- Operational characteristics and requirements of personal computer systems and networks and peripheral equipment.

ABILITY TO:

- Plan, organize and administer a Maintenance and Facilities Program in a school district.
- Direct, supervise, and train staff.
- Prepare and monitor budgets, as well as related fiscal records.
- Communicate effectively, both orally and in writing.
- Maintain accurate records and prepare reports.
- Perform on-site inspections of new construction, alterations, and repairs.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Effectively analyze, plan, direct, administer, integrate and maintain complex technology systems.
- Support the implementation of the District Technology Plan.

TRAINING AND EXPERIENCE:

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

Five years of increasingly responsible experience in building maintenance and construction which involved facility planning, construction, maintenance and operations, infrastructure technical planning, as well as staff supervision. Work background and experience will preferably have included experience in a school district environment.

Two or more years of course work in information technology is desired, but not essential.

SPECIAL REQUIREMENTS: Possession of valid and appropriate California Driver's License.

SALARY: Classified Management Salary Schedule

Approved: 5/2/01