



PITTSBURG UNIFIED SCHOOL DISTRICT

Director of Facilities Management

BASIC FUNCTION

Under the supervision of the Associate Superintendent of Business Services, the Director of Facilities Management implements and maintains the District Master Plan for projects involving facility planning, design, acquisition, construction, and modernization; manages and directs activities to secure and account for the financing and expenditures necessary to ensure schools and ancillary facilities are constructed, renovated, and available in a timely manner. Administers contracts, represents the District, and serves as a liaison with architects, contractors, State and local agencies, District personnel, and the community on matters related to facilities and construction; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

- Plan, implement, organize, and administer the District's Master Plan for construction and modernization, including facility renovation, modernization, and new construction projects.
- Analyze all facility needs and recommend priorities.
- Establish and maintain systems for monitoring and reporting progress on facilities projects.
- Coordinate activities associated with new construction and modernization projects, moving and demolition of buildings, additions, renovations, and improvements to existing properties, structures, and temporary classroom buildings, use of existing facilities, and other matter related to school facilities.
- Collaborate with the Associate Superintendent of Business Services and the Director of Maintenance, Operations, and Transportation to develop and implement short and long-range plans and programs related to facilities maintenance and operations.
- Determine and oversee eligibility and apply for new construction, renovation, modernization, and reconstruction funds for facility development.
- Coordinate estimates of costs of building and renovation projects in cooperation with technical personnel.
- Develop and implement budgets for the department and facility projects.
- Monitor budget accounts on an ongoing basis.
- Control and authorize expenditures in accordance with established limitations and fiscal policies.
- Serve as the representative for the District with the State Department of Education, the Office of Public School Construction, Division of the State Architect, contractors, governmental agencies, District personnel, and community members.
- Provide technical expertise to administration regarding assigned functions.

- Develop, recommend, interpret, and evaluate facilities policies, regulations, procedures, and standards.
- Advise administration of unusual trends or problems and recommend appropriate corrective action.
- Meet and collaborate with the site and District administrators prior to, during, and after completion of projects.
- Direct the selection of and monitor the work of construction management and project management teams, architects, engineers, contractors, vendors, inspectors, and others.
- Monitor status, quality, and adequacy of a variety of projects.
- Direct contractors in the planning of projects and ensure work products for conformity with code regulations, District standards, and adherence to blueprints/plan sets.
- Ensure District compliance with all county, state, and federal mandates, requirements, obligations and commitments related to projects for facility upgrade, modernization, and/or modifications to existing facilities and grounds.
- Oversee the preparation of construction project specifications and the development of public works contract bids.
- Oversee the development of labor performance standards and work schedules for assigned staff.
- Review reports and work orders to determine materials, labor, and time requirements.
- Prioritize and coordinate assignments to assure effective work flow and department operations.
- Recommend changes to improve efficiency, cost effectiveness, and energy conservation.
- Develop and maintain inventory and control of all plans and blueprints for the District.
- Train and evaluate the performance of assigned staff.
- Make oral and written presentations as necessary.
- Attend and participate in meetings, conferences, and workshops to maintain current knowledge of industry trends and laws, codes, rules, and regulations related to assigned activities.
- Coordinate required inspections and related engineering programs with public agencies.
- Visit all construction projects at frequent intervals to assure that plans, specifications, codes, and regulations are being observed and followed.
- Recommend approval of preliminary plans, completed work drawings, and specifications.
- Establish bidding and construction schedules, and prepare and issue contract documents and addenda.
- Investigate and evaluate new materials, techniques, and methods for providing adequate, economical educational facilities.
- Maintain and update all records, drawings, and descriptive materials of all school facilities, sites, and portable buildings.
- Continue to grow professionally through research, graduate studies, collaboration with colleagues, and professional meetings and conferences.
- Work with architects in the construction and modernization of facilities to ensure compliance with District requirements and economy.

- Supervise technical review of plans and specifications prepared by architects and confer with mechanical engineer on proposed specifications.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Provisions of the California Motor Vehicle Code applicable to the operation of District vehicles
- Principles and practices of building construction, maintenance, and related engineering principles.
- Project design, management, and implementation methods.
- Applicable building codes, ordinances, laws, and regulations relating to building construction and maintenance techniques and activities.
- Education Code provision, Board Policies, and Administrative Regulations, collective bargaining agreements, and Personnel Commission rules and regulations.
- Methods, materials, supplies, and equipment used in the various building maintenance activities and crafts.
- Principal of supervision, training and performance evaluation.
- Record-keeping and reporting principles and practices.
- Principles of management, organization, and personnel and budget administration. Principles and practices, tool, equipment and materials used relative to maintenance.
- Oral and written communication skills.
- Correct English spelling and grammar.
- Interpersonal skills using tact, patience, and courtesy.
- Safe working practices and procedures.
- Methods of conflict resolution.

ABILITY TO:

- Plan, organize and manage the activities of projects involving facility planning, design, acquisition, construction, modernization, and technology of school facilities.
- Maintain current knowledge of building codes, ordinances, laws, and regulations relating to building construction and maintenance techniques and activities.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Effectively serve as a resource to personnel regarding facilities related issues.
- Assure compliance with safety precautions and various code requirements.
- Plan, schedule, supervise, direct, and evaluate the work of others.
- Accurately estimate materials and labor costs.
- Read, interpret, and work from drawings, diagrams, and blueprints and prepare specifications.
- Communicate effectively orally and in writing.
- Prepare and administer budgets.
- Recognize and correct safety hazards.
- Meet schedules and timelines.
- Establish and maintain effective controls over financial, material, and labor resource.
- Operate a variety of office equipment including a computer and assigned software.
- Prepare and maintain records.

- Prepare a comprehensive narrative and statistical reports.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Handle changing priorities and frequent interruptions.
- Exercise good judgment.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a vehicle observing legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

- A Bachelor's degree in planning, engineering, architecture, construction management, business administration or related field and five (5) year's experience working with architecture, construction, or facilities management in a school district or public agency, with at least two (2) years of the experience in a management or supervisory capacity.

Any other combination of training and experience that could likely provide the desired skills, knowledge, and abilities may be considered.

These qualifications, except for appropriate credential and other state requirements may be waived by the Board of Education, Superintendent, or Designee.

QUALIFICATIONS

- Must have a valid California driver's license.
- An incumbent in this class may be required to wear protective clothing, gear, and equipment as required by law.

WORKING CONDITIONS:

- Indoor and outdoor environment.
- May be required to drive as needed.
- Regular exposure to fumes, dust and odors.
- Seasonal heat and cold or adverse weather conditions.
- Cleaning chemicals.
- Working around and with machinery with moving parts.
- Potential for contact with body fluids.
- Office environment.
- Driving a vehicle to conduct work.

SALARY & WORKYEAR:

Salary Range – Classified Management/Range VI

Board Approved: May 25, 2016

Revised and Board Approved: December 8, 2021

Revised and Board Approved: January 10, 2024