



PITTSBURG UNIFIED SCHOOL DISTRICT

Director of Facilities Management and Information Technology

BASIC FUNCTION

Under the supervision of the Chief Business Officer (CBO), the Director of Facilities Management and Information Technology 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 an expenditures necessary to ensure schools and ancillary facilities are constructed, renovated, and available in a timely manner. Oversees the Technology Department. Coordinates District facility use and asset management; 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 needs and recommend building 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 CBO and 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 liaison 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.
- Participate in the formulation of policies, procedures, and programs.
- 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.
- Assure compliance by contractors with construction documents and specifications, approval, and reporting of completed punch lists and approval of progress payments.
- Assure compliance with the Americans with Disabilities Act.
- Oversee the preparation of construction project specifications and confer with the Director of Purchasing in 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.
- Record, prepare and interpret working plans and blueprints of buildings and equipment.
- Develop and maintain inventory and control of all plans and blueprints for the District.
- Train and evaluate the performance of assigned staff.
- Interview and select employees and recommend transfers, reassignments, terminations, and disciplinary actions.
- Oversee the maintenance of a variety of records and prepare various reports, agenda items, contracts, and other written materials related to facilities, construction, renovation, modernization, and projects.
- Make oral and written presentations as necessary.
- Conduct meetings with staff.
- 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.
- Operation a computer and assigned software.
- Respond to emergency calls as necessary.

- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- 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