

CHICO UNIFIED SCHOOL DISTRICT
DIRECTOR – FACILITIES AND CONSTRUCTION

DEFINITION

Under general direction of the Assistant Superintendent-Business Services, to plan, organize, coordinate, and implement the school housing and district facility program; including the design, financing, and construction of new school buildings and district facilities and the repair, alteration, reconstruction, and relocation of existing school buildings and district facilities.

SUPERVISION EXERCISED

The Director is responsible for the direct supervision and evaluation of support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Coordinate and supervise the construction of new schools and district facilities and the reconstruction, modernization, and relocation of existing schools and district facilities.
- Assist with the selection, coordination, monitoring, and supervision of services provided by architects, engineers, consultants, contractors, inspectors and other professional service agencies used in support of the facilities program.
- Serve as the district representative to the Office of Public-School Construction, Division of State Architect, and other state and local agencies as required for construction-related approvals and funding applications.
- Research and coordinate preparation of bids, contracts, purchase orders, and related documents. Reviews and approves progress billings, retentions, etc. prior to payments being issued.
- Recommend building programs and properties; prepare and submit applications and plans for state funds, city funds, county funds, developer fees, and other funding programs, when appropriate.
- Coordinate activities on construction projects beginning with the preliminary plans through the conclusion of the warranties.
- Monitor and expedite construction time line information including prioritizing project deadlines.
- Prepare analyzes and reports on construction problems and keeps Assistant Superintendent of Business Services and the Superintendent informed in a timely manner of construction project problems and issues.
- Initiate mediation and claims when required. Represent district in claims and mediation when initiated by other parties.
- Direct coordination of construction projects with site administrators and personnel.
- Attend and participate in Board of Education, cabinet, staff, state agency, city, county, and community meetings as required.
- Develop cost, time, and material estimates for selected projects to include fund, location, program, and object coded budgets.
- Direct the coordination and administration of “joint use” agreements between the district and other agencies as they apply to District facilities.
- Direct and administer accounting and financial reporting of all funds received from agencies, fees, sale of bonds, and local funding sources in support of the facility program.
- Make recommendations to insure project compliance with legal requirements, construction project drawings and specifications.
- Serve as the districts California Environmental Quality Act (CEQA) officer and is responsible for ensuring and maintaining district compliance to CEQA.
- Coordinate the development and update of the District Facilities Master Plan using information obtained from departments responsible for student enrollments, student yield factors, address grid systems, building and planning data, district maps, and school boundaries.

- Evaluate special facility needs related to educational programs or unusual school problems, traffic flow, future growth possibilities, and master site planning.
- Prepare and present periodic or special facility housing and financial reports to the public, funding agencies, Board of Education, superintendent's cabinet, leadership team, school sites, and community groups.
- Create, monitor and communicate internal department budget.
- Create, monitor and communicate capital funds budget.
- Act as chief school district construction inspector and supervises construction inspectors and reviews all construction inspection reports.
- Respond to emergency calls evenings or weekends.
- Oversee the District's Facilities Use Program and supervise Facilities Use staff.
- May be required to oversee other maintenance and operations staff.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Building construction and materials;
- Preparation of cost estimates and specifications;
- Methods, materials, tools, and terminology used in the building trade;
- Applicable codes, ordinances, and regulations related to California school construction;
- Knowledge of local and state agencies and the applicable regulations.

Skill to:

- Safely operate a motor vehicle.

Ability to:

- Read and interpret specifications, architectural drawings, diagrams, and schematics;
- Prepare technical reports and specifications;
- Coordinate and inspect construction and maintenance projects;
- Analyze situations and develop appropriate recommendations for action;
- Drive a vehicle in the course of performing their duties;
- Communicate effectively in oral and written form;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish and maintain effective organizational relationships.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

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 (5) years of professional or management level experience in facilities planning, building construction, or a related field, including supervisory and management experience.
- Five (5) years of experience in California school planning and construction is desirable.

Education:

- Equivalent to the completion of a Bachelor's degree or higher in engineering, architecture, construction management, civil or structural engineering, or a closely related field.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.

Condition of Employment:

- Insurability by the District liability insurance carrier.
- When driving personal vehicle, in the execution of job duties, employee must possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to multiple worksites and locations, as needed.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to sit, walk, kneel, crouch, stoop, squat, twist and lift 50 lbs.
- Ability to stand for extended periods of time.
- Ability to hear and speak to make presentations and to exchange information in person and/or on the telephone.
- Dexterity of hands and fingers to operate equipment, a computer keyboard, and manipulate paper.
- See to read a variety of materials, to prepare documents and reports, inspect work in progress, and to supervise.
- Work at a desk, conference table, or in meetings in various configurations.
- Ability to reach overhead, above the shoulders, and horizontally.
- Work in an unfinished worksite and around obstacles and potential hazards.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather will be experienced.