



Fremont Union High School District
Director for Facilities and Bond
Work Year: 12 months

Summary of Basic Functions & Responsibilities

Under the supervision of the Chief Business Officer-Associate Superintendent, the District Director for Facilities and Bond will oversee the facilities and maintenance department, assist in all property management operations and collaborate with the District bond team.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Supervise, develop and evaluate, District Office maintenance, grounds, equipment, operations, and custodial personnel assuring adequate levels of safety and skills training, efficient utilization of resources, high productivity, and a high morale work environment.
- Work closely with administrators, principals, site coordinators and staff to confirm that special facility needs related to education programs are completed.
- Prepare annual budgets for materials, equipment and personnel and associated annual plan and objectives.
- Regularly perform required and appropriate inspections of school facilities safety conditions including coordination with outside agencies and inspectors.
- Oversee and coordinate with Site Facilities Managers, and other relevant school site personnel for hazardous materials management and disposal.
- Assist in coordination of outside use of facilities activities at the sites to ensure adequate staff training and uniform and equitable application of policies and procedures.
- Coordinate delivery of Modernization, Bond and Maintenance services and assist in the resolution of all tenant issues for third parties holding long-term leases for the use of District-owned facilities.
- Provide leadership and training for the professional development of District Maintenance staff and site-based School Facilities Managers.
- Develop, establish, and maintain District-wide equipment, materials, performance and task standards for the work of site facilities, grounds and custodial staff.
- In coordination with and School Facilities Managers, plan, and oversee summer deep cleaning activities.
- Manage the District's trash and recycling programs.
- Regularly perform required and appropriate inspections of school facilities conditions to identify preventive and remedial maintenance and safety needs.

- Develop, implement and execute short and long-term plans, consistent with available budgets, to complete building, equipment and other facility preventative and remedial maintenance and repairs and remodeling cost-effectively and with good quality.
- Train and oversee all staff involved with pool maintenance to assure consistently safe and healthy pool conditions.
- Manage the District's Integrated Pest Management program.
- Manage the disposition of surplus materials and equipment.
- Provide timely and effective updates and communication to appropriate District and site personnel.
- Gather and provide appropriate data required to evaluate status of annual objectives and performance of job elements.
- Participate in Citizen Oversight Committee (COC) meetings, regular site facilities meetings and other facility meetings, as needed.
- Attend Board meetings and make presentations, as needed.
- Accurately estimate time and materials costs of maintenance projects and assure compliance with all regulatory requirements including, but not limited to, Department of State Architect (DSA) and Public Works requirements; prepare specifications and plans for all maintenance projects requiring public bidding and/or DSA approval.
- Works with Bond construction management staff to coordinate the development of district standards for hardware, equipment to be maintained by the District Maintenance Team, materials that can be cleaned and maintained by District custodial crews. Support Bond construction management staff to understand the use of existing facilities and needed improvements.
- Supports and assists the activities of the Bond construction projects, coordinating maintenance efforts and communication with construction managers and project management personnel.
- Develop and manage the District's Deferred Maintenance Plan; assign work activities and projects; monitor work progress; review and evaluate work products, methods and procedures and coordinate these efforts with the Bond construction teams as needed.
- Work with the Bond team to Mitigate the impact of construction and construction sequencing on educational programs by working collaboratively with the project consultants and contractors.
- Understand and work effectively with people from different cultures.
- Understands, supports, and espouses the District's Organizational Beliefs.
- Perform other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- General terms, procedures and practices in the planning, design, construction, rehabilitation, maintenance, and operation of school buildings and facilities; requirements of the Public Contract Code, State Education Code, State Allocation Board, State Department of Finance, Office of Regulatory Services and Office of Local Assistance as

they apply to the facility planning and construction process; Theories of education facility design, instructional theory, methods and practices, and State education facilities guidelines, CAL OSHA, fire code.

- Effective group process and facilitation skills and public relations techniques
- Effective written and oral communication using correct English and grammar skills.

Abilities:

- Aid in the design of appropriate, effective, efficient, and safe facilities.
- Interpret data from a variety of sources to extract necessary data for preparation of plans and reports.
- Listen, analyze problems, and develop solutions.
- Conduct research, prepare, and present oral and/or written reports and represent the District.
- Control quality of project, schedules and budgets.
- Perform a wide range of professional, administrative, advocacy, and liaison duties involved in the facility planning process.
- Develop organizational structure to ensure effective maintenance of school facilities.
- Establish and maintain effective working relationships with District administrators and representatives of a wide variety of public agencies, community groups and private industry.

Education:

- This position typically requires a Bachelor's Degree or equivalent experience. Major in architecture, construction management, civil engineering or related field desirable.

Experience:

- Five years professional management experience in facilities planning and construction work preferred.

Licenses & Certificates:

- Requires a valid driver's license.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.