

**CLASS TITLE: DIRECTOR OF FACILITIES AND OPERATIONS**

**BASIC FUNCTION:**

The Director of Facilities and Operations, under the general direction of the Chief Financial Officer, plans, directs, and coordinates the District's facilities, maintenance, operations, purchasing, and student transportation functions; exercises responsibilities for the District's emergency preparedness, safety, and security measures; assures efficient and cost-effective departmental operations; directs construction programs and activities; supervises and evaluates the performance of assigned personnel.

**ESSENTIAL DUTIES:**

Plans, organizes, controls and directs the District's facilities maintenance, custodial, grounds, construction, security, student transportation functions and warehouse functions.

Confers with the Chief Financial Official to develop, implement and update long range plans for deferred maintenance, facility construction and remodeling.

Coordinates flow of communications between administrators, personnel and outside organizations.

Oversees, assigns and approves districtwide facility use program.

Coordinates state and federal reporting procedures related to Buildings, Grounds and Operations as appropriate and to comply with reporting deadlines and legal requirements.

Manages District use of facilities under the Civic Center Act; develops facilities use practices, facilities invoices, facilities use contracts and other applications; communicates with local park and recreation departments, city office personnel and various civic groups regarding the use of facilities and related fees.

Directs and oversees safety compliance District wide. Including school district operations of Hazardous Material, Injury and Illness Prevention Program (IIPP).

Supervises and evaluates the performance of assigned personnel; schedules, assigns and inspects work; schedules and arranges training as needed.

## Director of Facilities and Operations (continued)

Oversees and manages the development of school facility renovation and new construction and ensures conformance with contract documents and compliance with all provisions of the public contract code and bid requirements.

Oversees the preparation of specifications for bids; consults with and advises administrators, principals, instructional specialists, contractors, construction management and architects on the design, construction, or alteration of school buildings and grounds.

Responds accurately and diplomatically to inquiries and requests from District staff, other agencies, and members of the public consistent with district policies and department practices.

Develops and administers the budget for maintenance, operations and transportation, emergency preparedness, safety and facilities management.

Attends and conducts a variety of meetings as assigned; represents the District at various community meetings.

Prepares the annual Developer Impact Fee Report and Developer Fee justification study  
Develops and prepares materials and agendas for Citizens' Oversight Committee and Board of Education presentations.

Assures the preparation and maintenance of required records, reports, files and lists as appropriate; assures compliance with local, state and federal laws, rules and regulations as required.

Perform other related duties as assigned by the Chief Financial Officer.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

Facilities energy management systems

Financial record keeping, inventory control, and report writing

Building codes, material, techniques and costs related to construction and building maintenance as they relate to public schools

Modern maintenance methods, tools, systems, and equipment used in building construction, maintenance, custodial operations, transportation, and grounds maintenance work

Budgeting practices regarding monitoring and control

Principles and practices of administration, personnel, management, supervision and training, budget preparation and cost control

## Director of Facilities and Operations (continued)

Methods and techniques required under the State Building Program including development of specifications and bid documents; construction project accounting, supplies, materials and equipment utilized in school facility and building construction

Legal mandates, policies, regulations and guidelines pertaining to construction of school facilities and office buildings; practices used in school construction and design; state funding, contract laws, property appraisal and inspection.

Safe working methods and procedures; principles and practices of project management including budgetary practices; critical path analysis; Laws, rules, regulations and guidelines governing facilities use under the Civic Center Act

School transportation operations, including policies and procedures concerning time lines and routing of buses

Deferred maintenance regulations, procedures and requirements

Health regulations and safe working methods and procedures

Proper lifting techniques

District policies, rules and regulations

### ABILITY TO:

Plan, organize, control and direct the District's facilities, maintenance, operations, security and student transportation functions

Manage and coordinate the District's construction program

Direct the work of supervisory and office personnel, prepare and interpret plans, specifications, working drawings and procedural instructions

Estimate cost of construction, landscaping and maintenance projects

Develop and implement comprehensive cleaning, grounds and maintenance projects

Plan and direct training programs regarding safety and other facility and operation functions

Analyze work methods, schedules, equipment and staffing levels to increase division efficiency

Prepare, monitor and control the division budget

Train and evaluate the performance of assigned staff

Communicate effectively both orally and in writing

Interpret, apply and explain rules, regulations, policies and procedures

Establish and maintain cooperative and effective working relationships with others

Operate a computer and assigned office equipment.

Observe health and safety regulations

Understand and follow oral and written instructions

Meet schedules and timelines

Walk and/or sit for extended periods of time

Climb staircases

Work in a noisy environment

Lift up to 50 pounds

Use assigned computers and software

Director of Facilities and Operations (continued)

**EDUCATION AND EXPERIENCE:**

Bachelor's degree or equivalent experience; major in architecture, construction management, civil engineering, business administration or related field desirable.

Five (5) years professional management experience with increasing amounts of responsibility in school business management, project management, organizational planning, and/or facilities planning and construction required.

**LICENSES AND OTHER REQUIREMENTS:**

Hold a valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment.

Seasonal heat and cold or adverse weather conditions.

Regular exposure to fumes, dust and odors.

Driving a vehicle to conduct work.

**TERMS OF**

**EMPLOYMENT:** Salary and work year to be established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated by the Chief Financial Officer in accordance with the Agreement between the Sunnyvale School District and the Sunnyvale Classified and Certificated Association for Management (SCCAMP).