

JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

DIRECTOR OF FACILITIES, MAINTENANCE, AND OPERATIONS

GENERAL DESCRIPTION:

Under the general direction of the Chief Business Official (CBO), the Director of Facilities oversees all aspects of the District's facilities management function to include: planning, design, acquisition, and construction of new facilities; upgrade, modernization, maintenance, and repair of existing facilities; maintenance, custodial and grounds operations; coordination of District facility use and asset management; performs related budgetary functions and other work as required.

DUTIES AND RESPONSIBILITIES:

The Director of Facilities, Maintenance, and Operations provides District-wide leadership and supervision in the following areas:

- Directs the organizing and monitoring of the District's construction, modernization, expansion, and renovation projects.
- Manages, organizes, schedules, monitors, and controls costs and quality of the District's service and material contracts pertaining to all facility functions to provide a safe and appropriate environment for students and staff.
- Plans, organizes and directs a variety of programs and activities related to the District's Maintenance and Operations, grounds, warehousing, and security/safety.
- Oversees the planning, organizing and direction of a variety of programs, projects and activities related to grounds-keeping, custodial, and warehouse functions of the District; ensures that time, cost and quality objectives of projects are met.
- Reviews construction documents for project compliance and legal requirements and District standards.
- Works with various state agencies related to school construction including the Division of State Architect (DSA), Office of Public School Construction (OPSC) and Department of Toxic Substance Control (DTSC) and others as needed.
- Establishes and maintains effective and cooperative working relationships with others. Works collaboratively with all District employees, parents, staff, students and community utilizing courtesy, tact, and diplomacy. Works with city planners and engineers as needed during project design and construction.
- Interacts with the local Fire Marshall, district insurance carrier and District safety committee as it relates to inspection and compliance reports and ensures that all safety items related to the repair of facilities are corrected.
- Conducts regular and ongoing school site inspections to ensure that high standard for cleanliness, attractiveness, and safety are maintained.
- Responds to after-hours emergencies (evenings, weekends and holidays).
- Maintains the District's Emergency Call-Out list as it pertains to security and safety of District buildings and grounds.
- Communicates with District administrators, Board of Education members, community representatives and others regarding District facilities planning, construction, legislative, environmental and real estate issues.
- Develops and maintains inventory of all square footage of permanent and portable buildings.
- Maintains and updates the District's Facilities Master Plan.
- Makes recommendations in areas of assignment concerning the implementation of District's Facilities Master Plan; provides for preparation of reports and interpretations of related data for staff and the public for decision making; completes plans and prepares reports as needed to assist the Chief Business Official.

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- Assists and advises the District on issues (e.g. the acquisition of sites, redevelopment activities, etc.) for the purpose of ensuring fiscal accountability and cost effectiveness, compliance with District, Federal, State and local rules and regulations.
- Assists in the preparation of the Department's budgets and monitoring and authorization of expenditures in accordance with established guidelines
- Supervises contracted transportation services
- Develops, supervises, and implements short and long range preventative maintenance programs, including capital improvement, regular and deferred maintenance.
- Develops specifications and plans for bids on contract work.
- Ensures compliance with all policies, local, state, and federal codes, laws and regulations applicable to assigned responsibilities; provides interpretation of legislation, regulations, policies, and procedures related to construction and renovation.
- Participates in on-going training to enhance professional skills; acquires, maintains and provides current state-of-the-art status in methods and techniques; coordinates with local, state and national institutions or agencies; identifies and prioritizes in-service training needs.
- Collaboratively establishes department goals and objectives which are consistent with District policies; works with architects in relaying district design goals and needs during project design planning.
- Evaluates the completion of all District work orders.
- Supervises assigned support staff; makes presentations to the Governing Board; provides consultative services on departmental matters.
- Assists in the selection of and supervises and evaluates the performance of assigned staff; recommends transfers and terminations.
- Conducts and attends a variety of staff and management meetings as required to provide assigned services to the District; serves on committees and attends and reports out at Governing Board meetings as assigned.
- Performs other duties as assigned.

JOB QUALIFICATIONS:

Knowledge of:

- Principles and practices of administration, including office and personnel management, purchasing, and budgetary practices.
- Methods, practices, equipment and supplies used in school building and grounds maintenance and operations.
- Principles and techniques of supervision, training, human relations, and motivation.
- Legal codes, title, and regulations.
- Facilities, maintenance, and operations procedures and practices.
- California State School Facilities Program.
- California State School Deferred Maintenance Program.
- Ability to read and interpret CAD drawings, blue prints, and other architectural drawings.

Ability to:

- Plan, organize, implement, and evaluate administrative and support service activities with a high degree of professionalism in a district-wide setting.
- Work independently on development, refinement or analysis of new programs, policies or other studies.
- Work effectively with others.

Education and Experience:

- A bachelor's degree from an accredited college or university with a major in engineering, architecture, public administration, business management or a closely related field.

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- A minimum of five (5) years experience in facilities, maintenance and operations, and grounds inclusive of two (2) years involvement in increasingly responsible supervisory experience in a school district facilities capacity; three (3) years desirable.

ENVIRONMENT AND PHYSICAL ABILITIES:

Environment:

- Indoor office environment and may be required to perform duties in an outdoor environment as needed; seasonal heat and cold and/or adverse weather conditions such as dust, wind and rain.
- Demanding timelines
- On-call for emergencies
- Must possess a valid California driver's license and be able to use personal vehicle during the course of the work day.

Physical Abilities:

- Hearing and speaking to exchange information in person, telephone and other electronic devices
- Dexterity of hands & fingers to operate a computer keyboard and standard office equipment
- Climbing, involving the use of step ladders
- Sitting and/or standing for extended periods of time
- Frequent bending at the waist, stooping, kneeling, crouching, crawling and reaching
- Pushing/pulling up to 100 pounds
- Lifting up to 50 pounds
- Frequent reaching overhead, above the shoulders and horizontally
- Ability to inspect the interior and exterior of buildings, including roofs.

EMPLOYMENT STATUS

- Classified Management Position/CalPERS

SALARY/COMPENSATION:

245 Work Days

Job Description: Classified Management/Director of Facilities, Maintenance, and Operations

Classified Management Salary Schedule 201

\$9,821.00-\$11,286.00/Monthly

Board Approved: March 9, 2017