

CLASSIFIED MANAGEMENT JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

FACILITIES MANAGER

GENERAL DESCRIPTION:

Under the direction of the Director of Facilities, Maintenance and Operations and/or designee, the Facilities Manager coordinates in all aspects of the District's facilities management functions to include: planning, design, acquisition, and construction of new facilities; upgrade, modernization, maintenance, and repair of existing facilities; coordination of the District facilities use and asset management; performs related budgetary functions and other work as required.

DUTIES AND RESPONSIBILITIES:

- Conducts inspections and documents the work of contractors, construction managers, testing and inspection labs, and Division of State Architect (DSA) Inspectors.
- Aids in preparing and evaluating project schedules, scopes, and budgets.
- Communicates with vendors, contractors, engineers, and inspectors regarding facilities projects.
- Assists in the organization, coordination, direction, and supervision of District facilities projects.
- Meets regularly and works collaboratively with the Director of Facilities and Operations Supervisor.
- Attends project meetings and maintains appropriate records related to construction projects and facilities planning.
- Assist with after-hours facility concerns and/or emergencies.
- Coordinates construction activities, materials, specifications, and scheduling for facilities and maintenance projects.
- Cultivates effective working relationships with contractors, architects, construction managers, inspectors, and District staff.
- Provides input in determination of optimal construction methods, necessary equipment, materials, and supplies for District projects.
- Preparation of written materials such as bid documents, bid advertisements, pre-bid job walks and pre-construction meetings.
- Analyzes project documents, including architectural drawings and specifications.
- Evaluates plans and specifications to prepare for project bidding.

CLASSIFIED MANAGEMENT JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

FACILITIES MANAGER

- Acts as an intermediary, facilitating communication between the District and a range of stakeholders, such as engineers, architects, contractors, building inspectors, planners, and government agencies.
- Functions as a project manager and representative for the District, overseeing the planning, construction, and renovation of District facilities.
- Collaborates with relevant personnel to ensure projects are effectively coordinated.
- Evaluates change orders and makes recommendations regarding approval or denial.
- Assists in the preparation of notices of completion; provides technical support on contractor claims and disputes.
- Coordinates project close-out activities including financial records, receiving project closeout documents and contractor payment records.
- Coordinates project warranty repairs, maintains warranty records to include repairs and warranty timelines.
- Evaluates requests for school site enhancements and building modifications and renovations.
- Works closely with school sites during construction activities, utilizing written and verbal communication to keep them informed of construction-related activities.
- Prepares cost estimates for projects to include material, equipment and labor and all items necessary for project completion.
- Ensures that construction projects are executed safely and appropriately for students and staff.
- Performs other duties as assigned.

KNOWLEDGE OF:

- Construction methodologies, administration, bidding, and labor compliance regulations.
- Construction project planning and development.
- Principles and practices of supervision and training.
- District organization, operations, policies and objectives.
- Facilities funding sources and providing input on budgets and facilities accounting.
- All policies, local, state, and federal codes, laws, and regulations applicable to the assigned responsibilities.
- Computer applications including, but not limited to: Google Suite, Microsoft Office, and Bluebeam.

CLASSIFIED MANAGEMENT JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

FACILITIES MANAGER

ABILITY TO:

- Communicate effectively, both written and verbal.
- Interpret legislation and development of policies related to school facilities.
- Read and interpret plans, blueprints, Computer Aided Design (CAD) drawings, and specifications.
- Communicate effectively with individuals and groups, including preparing written and oral reports.
- Demonstration of good judgment and good problem solving skills.
- Prioritize and meet deadlines while managing multiple tasks.

EXPERIENCE & EDUCATION/TRAINING COURSE WORK:

- An associate's degree from an accredited college or university with coursework in engineering, architecture, public administration, business management or a closely related field.
- A minimum of five (3) years' experience in facilities, maintenance and operations, or related field; inclusive of two (2) years involvement in increasingly responsible supervisory experience in a school District purchasing and/or facilities capacity; three (3) years desirable.

PHYSICAL ABILITIES:

- 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 (evenings, weekends, and holidays).
- 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.

CLASSIFIED MANAGEMENT JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

FACILITIES MANAGER

- Pushing/pulling up to 100 pounds.
- Lifting up to 75 pounds on an occasional basis
- Frequent reaching overhead, above the shoulders and horizontally.
- Ability to inspect the interior and exterior of buildings, including roofs.

LICENSES/CERTIFICATES/REGISTRATIONS:

Must possess a valid California driver's license, auto liability insurance, and be able to use personal vehicle during the course of the work day.

EMPLOYMENT STATUS

Classified Management Position/CalPERS

SALARY/WORK YEAR:

Salary Schedule: Row 2 Schedule 201

Work Year: 260 days

Board Approval: June 8, 2023

PERRIS ELEMENTARY SCHOOL DISTRICT
CLASSIFIED MANAGEMENT SALARY SCHEDULE



Salary Schedule ID: 201
Effective Date: 7/1/2022
Revised Date: 5/8/2023
Classified MGMT 12M 245W/15H
Schedule Type: MONTHLY
Board approved:

Row	Rate Type	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6 - 10 YEARS	STEP 7 - 15 YEARS	STEP 8 - 20 YEARS	STEP 9 - 25 YEARS	STEP 10 - 30 YEARS
1.00	Monthly	7,041.000	7,528.000	8,042.000	8,605.000	9,199.000	9,430.000	9,665.000	9,907.000	10,254.000	10,612.000
1.10	Monthly	6,346.000	6,656.000	6,983.000	7,325.000	7,684.000	7,876.000	8,068.000	8,260.000	8,529.000	8,798.000
1.50	Monthly	7,884.000	8,278.000	8,694.000	9,128.000	9,584.000	9,823.000	10,069.000	10,320.000	10,681.000	11,055.000
1.75	Monthly	8,444.000	8,866.000	9,308.000	9,774.000	10,263.000	10,520.000	10,782.000	11,053.000	11,440.000	11,839.000
2.00	Monthly	9,002.000	9,473.000	9,968.000	10,488.000	11,008.000	11,283.000	11,566.000	11,855.000	12,269.000	12,697.000
3.00	Monthly	9,322.000	9,803.000	10,315.000	10,852.000	11,394.000	11,679.000	11,971.000	12,270.000	12,699.000	13,144.000
4.00	Monthly	10,488.000	11,008.000	11,550.000	12,126.000	12,728.000	13,045.000	13,372.000	13,706.000	14,185.000	14,682.000
5.00	Monthly	12,175.000	12,419.000	12,674.000	12,924.000	13,182.000	13,512.000	13,851.000	14,196.000	14,694.000	15,209.000
6.00	Monthly	13,161.000	13,418.000	13,687.000	13,959.000	14,237.000	14,593.000	14,958.000	15,331.000	15,868.000	16,424.000
7.00	Monthly	15,509.000	15,897.000	16,294.000	16,702.000	17,119.000	17,547.000	17,986.000	18,435.000	19,081.000	19,748.000

ROW	POSITION TITLE	Days	ROW	POSITION TITLE	Days
1	Nutrition Services Field Specialist	260	2	Facilities Manager	260
1	Maintenance & Operations Supervisor	260	3	Accounting Coordinator	260
1.1	Asst. Director of Early Childhood Development	260	5	Director of Facilities	260
1.5	Risk & Safety Manager	260	5	Director of Technology	260
1.75	Student Support Provider	260	6	Director of Nutrition Services	260
2	Systems Engineer	260	7	Chief Business Official	260