

## **Madera Unified School District Classified Job Description**

### **Director - Facilities Planning/Construction Management**

#### **Purpose Statement**

The job of Director-Facilities Planning/Construction Management was established for the purpose/s of supporting the educational process with specific responsibility for managing site selection and acquisition; planning and design of school facilities projects; overseeing architect selection and predesign processes for construction projects; coordinating attendance area boundary studies; and managing the use of facilities; acquiring the necessary revenues to support district facility modifications; complying with local, state, and federal facility requirements; acquiring and/or providing accurate information; ensuring proper allocation of expenditures and revenues; acquiring the necessary revenues to support district facility modifications; complying with local, state, and federal facility requirements; and ensuring proper allocation of expenditures and revenues.

This job reports to Deputy Superintendent.

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#### **Essential Functions**

- Analyzes data (e.g. school boundaries, enrollment projections, educational specifications, etc.) for the purpose of providing recommendations and approval of school sites, planning and design of school facilities.
- Communicates with administrators, personnel and outside organizations for the purpose of coordinating activities, resolving issues and conflicts and exchanging information.
- Coordinates activities (e.g. systemic renovations, inspections, contractor and architect meetings, permitting activities, bidding calendars, mandated reports, etc.) for the purpose of ensuring that all phases of construction project are completed within budget and specifications and with minimal interruption to site personnel.
- Develops educational specifications, policies and procedures, project scopes, and specifications for the purpose of providing data relevant to the approval, acquisition, planning and design of school facilities.

Forecasts enrollment and facility requirements for the purpose of providing information and budgets for the capital Improvements and related activities.

- Maintains manual and electronic documents, files and records (e.g. specifications, contracts, archival information, etc.) for the purpose of providing up-to-date reference materials.
- Manages a wide variety of programs (e.g. redistricting, coordination with outside vendors, obtaining permits, etc. ) for the purpose of ensuring district compliance with established guidelines.
- Participates in meetings, workshops and seminars as assigned (e.g. staff, community groups, parent groups, city, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Prepares written materials (e.g. operational budgets, bid specifications, contracts, correspondence, memos, etc.) for the purpose of documenting activities, providing written reference and/or conveying information related to construction project/s.
- Presents to a variety of groups (e.g. Board, subcommittees, funding agencies, community groups, etc.) for the purpose of providing information, making recommendations and/or ensuring compliance with established guidelines.
- Researches a variety of information (e.g. new maintenance equipment, advising on hiring of contractors, etc.) for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.
- Responds to inquiries (e.g. administrative staff, local inspectors, contractors, architects, the public, etc.) for the purpose of providing required information and/or referring to appropriate source.
- Reviews county and municipal development plans for the purpose of performing tests and/or identifying school sites for developers in accordance with regulatory requirements.
- Serves as a liaison between the department and architects/contractors for the purpose of facilitating communication.

#### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **Job Requirements:**

##### **Skills, Knowledge and Abilities**

SKILLS: are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; communicating with diverse groups; preparing and maintaining accurate records; and planning and managing projects.



KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; local government administration and budgeting; Geographic Information Systems applications; and pertinent computer software applications.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work environment and/or priorities; adhering to safety practices; being attentive to details; meeting deadlines and schedules; working with frequent interruptions; and working under time constraints.

### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

### **Minimum Qualifications**

**Experience:** Five years of increasingly responsible supervisory experience in construction management and/ or facilities planning preferably with K-12<sup>th</sup> school systems experience.

**Education:** Bachelors of Arts or Bachelors of Science from a nationally accredited college or university, with an emphasis in business, public administration, construction management or related field.

Required Testing

Pre-employment Proficiency Test

Continuing Educ./Training

None Specified

Certificates

Valid CDL

Clearances

Criminal Justice

Fingerprint/Background Clearance

TB Clearance

FLSA Status

Exempt

Approval Date

Salary Range

Classified Management Salary Schedule – Range 34