



**Director of Facilities: Part Time
Position**

Department/Division:	Business/Maintenance and Operations
Reports To:	Chief Business Official
Provides Direction To:	Maintenance/Transportation/Operations Teams
FLSA Exemption Status:	Exempt: Classified Management
Date Prepared:	July 23, 2018
Date Adopted by Board:	September 12, 2018
Salary Range:	Classified Management Salary Schedule

LARKSPUR-CORTE MADERA SCHOOL DISTRICT

DEFINITION

Under the direction of the Chief Business Official, plans, organizes, controls and directs maintenance and operations activities, including inspection, cleaning, construction, maintenance, alteration and repair of buildings, facilities, grounds and equipment, and transportation. Assures compliance with established laws, codes, ordinances, regulation, policies and procedures. Supervises and evaluates the performance of assigned personnel.

DISTINGUISHING CHARACTERISTICS

The part time (50%) Director of Facilities coordinates and directs communications, personnel, projects, and management functions to meet District needs and assure efficient activities. The Director of Facilities assures quality maintenance of school buildings, grounds and properties; the efficient operation of school plants and offices; maintains high standards of work place safety; and transportation functions. In addition to demonstrating the competencies and abilities required of the position, the Director of Facilities must work cooperatively and productively with a diverse population of internal and external customers. Work Year: 110 Days

ESSENTIAL DUTIES AND REPSONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, organizes and directs Maintenance and Operations services and activities including the inspection, cleaning, construction, maintenance and repair of District buildings, grounds and equipment.
- Establishes and maintains routing systems, efficient scheduling, coordination, and dispatching of school buses and other transportation vehicles for home-to-school transit, field trips, and extra-curricular activities. Contracts with bus company and assures that all safety regulations are in compliance.
- Establishes and maintains department timelines and priorities.

- Administers and directs bond measures, including directing/coordinating with program management, architectural firms, and consultants.
- Inspects work in progress and assures activities comply with established laws, codes, rules, regulation, ordinances, District standards, policies and procedures.
- Directs and participates in prioritizing and coordinating response to work orders and scheduling, developing and implementing installation, maintenance, repair, custodial, grounds, and other department projects and activities.
- Manages the preparation and processing of custodial and grounds requisitions and materials, equipment and service orders.
- Manages contracts for grounds/landscaping.
- Plans, organizes and directs activities to assure facilities are cleaned and maintained in a safe, clean, secure and orderly manner.
- Coordinates set-up and preparation of facilities and equipment for special events.
- Coordinates, directs, and participates in the inspection of District building, grounds, and facilities to identify maintenance and repair needs.
- Assures proper and timely repair of utility, equipment, and system malfunctions.
- Directs preventive maintenance functions.
- Directs facilities infrastructure repairs and maintenance such as HVAC, plumbing, electrical, alarm/security, and clocks/bells.
- Coordinates and directs response to emergency custodial, grounds, and maintenance needs.
- Assists with project contracting. Coordinates and directs operations and activities involved in planning, scheduling, development, design, and implementation of facilities and construction.
- Monitors, analyzes and modifies activities in response to the progress of cleaning, installation, maintenance, repair, and construction projects.
- Provides leadership in the development and administration of District-wide facilities Maintenance and Operations master planning.
- Develops and implements Maintenance and Operations programs, services, standards, goals, objectives, plans, and strategies.
- Prepares and implements deferred maintenance plans, advises District administrators concerning laws, codes and regulations related to planning, construction and maintenance services.

- Coordinates and directs Maintenance and Operations communications, information, services, projects and activities among District personnel, administrators, departments, community groups, Board members, outside organization, the public, and various local, state and federal agencies.
- Provides liaison between District and engineers, architects, contractors, planning department, and other agencies.
- Confers with state, county, and local officials on matters pertaining to the District's property management and construction program.
- Communicates with District personnel, administrators, and various outside agencies to exchange information, coordinate activities, and resolve issues and concerns.
- Estimates and assures adequate personnel, materials and equipment needed for planning, construction, cleaning, maintenance, and repair functions. Compiles and prepares cost estimates.
- Monitors and assures adequate inventory levels of equipment and supplies. Coordinates and directs the purchase of equipment and supplies. Prepares and administers public works and field service contracts for the maintenance and repair of District facilities.
- Coordinates and directs pest and hazardous waste management, and environmental quality and control functions. Maintains asbestos management plan and updates as necessary.
- Supervises and evaluates the performance of assigned personnel. Provides technical supervision over site-based operation, (contracted) ground, and maintenance personnel.
- Prepares and reviews recommendations for employment, transfer, promotion or termination, working closely with the Human Resources Department.
- Prepares and approves vacation schedules. Confers with the Chief Business Official in determining and assigning overtime work.
- Oversees and participates in the preparation and maintenance of various records, logs and reports related to daily operations, inspections, expenses, inventory, work orders, safety materials, and assigned activities.
- Assists in the coordination of reimbursements by the Office of Public Construction (OPSC).
- Participates in facilities planning, and sits as a member of boards, committees, and study groups; attends appropriate in-service training, workshops, and District/school site meetings.
- Responds to emergency calls on a 24-hour basis to keep the District safe and operational.
- Drives a vehicle to conduct work; performs daily preventive and safety inspections; drives a District vehicle to various school sites and vendor locations; obeys traffic laws and observes defensive driving practices.

- Operates a computer, iPad, and other office equipment; use of computer software applications.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, techniques, materials, tools, and equipment, layouts and set-ups used in custodial, building and grounds maintenance and construction.
- Planning, organization, and direction of maintenance and operations activities including the inspection, cleaning, instruction, maintenance, alteration and repair of buildings, facilities, grounds, and equipment.
- Principles and practices of facility architecture and construction.
- Safe work practices and safety orders of the California OSHA.
- Uses and purposes of hand and power tools and equipment used in construction and general maintenance.
- Energy and management and conservation systems, including remote computer-aided access.
- Methods and practices used in estimating labor and materials.
- Labor and materials costs for custodial, grounds, and maintenance activities.
- Budgeting procedures and requirements.
- Pertinent federal, state and local laws, building codes, ordinances and regulations.
- Personal computer-based software programs that support this level of work, including, but not limited to, word processing, spreadsheet, and special applications used by the department.
- Math skills to calculate figures and amounts such as fractions, discounts, proportions, percentages, area, circumference and volume, and to apply concepts of basic algebra and geometry.
- Knowledge of interviewing techniques sufficient to be able to select and hire appropriate personnel.
- Effective supervisory techniques including work assignment and delegation, performance evaluation, training, and motivation.
- Knowledge of, and skill at using a computer to access email and common office productivity and /or order processing software to access work-related information.
- Sufficient reading and writing ability in English to read work and safety instructions, document work activity onto standardized forms, develop professional correspondence and reports.
- Effective oral communication to conduct meetings and presentations.
- Sufficient human relations skills to work as part of a team and convey technical information to and from co-workers and District staff.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Requires the ability to perform all essential duties of the position.
- Effectively plan, organize and direct maintenance and operations activities including the inspection, cleaning, instruction, maintenance, alteration and repair of buildings, facilities, grounds, and equipment.

- Coordinate and direct communications, personnel, projects, and management functions to meet District needs and assure efficient activities.
- Inspect buildings and facilities to identify maintenance, repair, and safety needs.
- Inspect projects for accuracy, completeness, and compliance with established requirements.
- Estimate material, labor, equipment, and time requirements
- Observe safe work practices and handle hazardous materials according to accepted procedures.
- Review architectural and engineering blue prints, diagrams, and schematics for compliance with District needs.
- Select, evaluate, and supervise personnel.
- Independently develop methods and techniques in the interest of effectiveness and efficiency.
- Exercise initiative, sound judgment, discretion, and decision making to achieve objectives.
- Prioritize, plan, and coordinate work to meet deadlines.
- Analyze problems, identify solutions, and implement recommendations in support of goals.
- Identify and respond to community and Board issues, concerns, and needs.
- Communicate effectively both orally and in writing in English.
- Maintain accurate records.
- Establish and maintain effective working relationships with employees, representatives of private and public agencies, and the public.
- Work independently and collaboratively; respond to emergencies.
- Observe all safety precautions and procedures, including wearing protective clothing/safety gear in accordance with established standards.
- Operate motor vehicles and other equipment in a safe manner and in conformance with the Motor Vehicle Code.
- Establish and maintain cooperative and effective working relationships with others.
- Order materials and estimate costs.
- Understand and follow oral and written directions in English and read MSDS sheets.
- Complete training within a reasonable time in handling, storage, and disposal of hazardous materials, asbestos awareness, OSHA standards, and blood borne pathogens.
- Apply effective reasoning to identify problems, apply sound judgment and solve practical problems.
- Operate a computer, iPad, and other office equipment; use computer software applications.
- Drive a car to travel to various District locations, school sites, and other locations.

EDUCATION, TRAINING, AND EXPERIENCE

Bachelor's degree in construction management, business administration, or a closely related field and five years experience in the construction, maintenance and repair of buildings and facilities and maintenance work, preferably in a multi-site operation, two years of which must have included responsibility for supervising custodial, maintenance and/or grounds crews. Additional experience may be substituted for higher education on the basis of two years of experience for one year of college.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS

Licenses and Automobile Requirements: Possession of a valid California C Driver's license throughout employment in a position in this classification.

Must be insurable and maintain insurability by the District's insurance carrier(s).

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

The employee is regularly required to hear and speak to exchange information in a proficient manner; and taste and smell.

While performing the duties of this class, employees are regularly required to use hands and fingers to feel, grasp, manipulate and operate objects, equipment and tools and to reach overhead, above the shoulders and horizontally. The employee must have sufficient strength to manipulate, lift, push, pull, and/or carry on a frequent basis, objects which weigh as much as 50 pounds or more, including objects weighing up to 100 pounds or more on an occasional basis. The employee is regularly required to stand for extended periods of time and climb, walk on even/and or uneven surfaces, stoop, kneel, bend, twist, and crouch, climb up and down ladders, stairs, and ramps of one or more stories above the ground. The employee must be physically able to provide rapid response to emergency situations throughout the District facilities. The employee is regularly required to hear and speak to exchange information in a proficient manner; distinguish strong odors which may warn of equipment malfunction or danger. The employee must be able to drive a vehicle.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability it adjust focus. The employee must have hand-eye coordination.

MENTAL DEMANDS

While performing the duties of this position, the employee is regularly required to use written and oral communication skills in English. The employee must be able to write, to read directions, product labels, blueprints, printed material, instructions and safety information, and to observe environmental conditions; use advanced math skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; demonstrate judgment and professionalism when interacting with District and program personnel, school administrators, managers, staff, vendors, architects, students, the public, and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. The employee must be able to work independently. The employee occasionally may deal with dissatisfied or quarrelsome individuals, including, but not limited to, students, parents, District employees, the public. Some stress may be encountered while performing the duties of this position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees regularly work in an indoor environment, including damp or wet areas, an office environment, and an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. Employees are regularly subject to exposure to hazardous materials, harsh chemicals, fumes, risk of electrical shock, and possible exposure to blood borne pathogens; working around and with machinery having moving parts; working at heights; performing physical labor. The noise level is occasionally loud. The employee frequently drives to District sites, training facilities, community meetings and other locations as needed. The employee is subject to constant interruptions.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.