

CHIEF FACILITIES OFFICER

OVERALL JOB PURPOSE STATEMENT

Under the administrative direction of the Associate Superintendent/Business, the job of Chief Facilities Officer is done for the purpose/s of planning, organizing and directing the construction, alteration and renovation of District buildings, serving as the District representative in the phases of planning and developing new facilities and for renovation and construction projects under the deferred maintenance program, State Building Program, Mello-Roos, and other General Obligation Bonds; ensuring that jobs are completed efficiently and within regulatory guidelines and project deadlines; preparing and managing the annual budgets for the Department of Planning and Construction; ensuring optimal utilization of personnel and other resources, and coordinating with the Director of Facilities on routine maintenance and repair projects.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Chief Facilities Officer is a single-position management class responsible for providing program coordination, direction, and leadership for the overall construction planning and building processes of a major program of facility construction and renovation, including the activities related to fiscal management of General Obligation Bonds, the designing of facilities suitable for projected educational programs and services, and the technological infrastructure necessary to ensure ongoing utilization of relevant, emerging technologies essential to the educational goals and business support programs of the District. This includes coordinating with architects and construction engineers during all phases of project development and implementation, coordinating with other governmental agencies, and monitoring the activities of consultants (e.g. project architects, engineers, construction contractors, inspectors, etc.).

ESSENTIAL JOB FUNCTIONS

- Provides program direction and leadership in the overall planning, financing and construction processes of a major, multi-year, District-wide program of facility construction and renovation.
- Prepares reports, project status updates, public meeting presentations and other communications to inform the Board of Trustees, the independent citizens' oversight committee, District administration and staff, and the public regarding progress of planning, construction and implementation of the Districts' Facilities Master Plan.
- Attends various meetings (e.g. Board meetings and workshops, oversight committee meetings, construction meetings, training, hearings, risk management, safety, etc.) for the purpose of addressing liability concerns, providing and receiving information.
- Directs projects for the purpose of prioritizing work deadlines and ensuring optimal utilization of personnel and project funding.
- Evaluates assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized.
- Inspects or directs the inspection of new construction, repair work, projects, equipment for the purpose of ensuring that jobs are completed efficiently, approving payment requests, inspections

CLASSIFIED

reports and specifications for major capital improvements and within local, State, and/or Federal regulations.

- Performs a variety of personnel function (e.g. interviewing, hiring, evaluating, training, staffing, scheduling, motivating, supervising, etc.) for the purpose of providing efficient departmental operations throughout the District.
- Prepares various documents (e.g. annual budget, cost estimates, departmental budgets, equipment and materials, time studies, productivity and evaluation reports, construction schedules, contract specifications, etc.) for the purpose of providing necessary information to state/federal agencies and appropriate district personnel, and/or developing construction contracts.
- Presents various programs for the purpose of informing staff appropriate procedures and safety practices.
- Recommends new hires, promotions, terminations and transfers for the purpose of maintaining staffing needs and productivity levels of the work force.
- Researches new products, laws, materials, equipment, supplies, regulations, etc. for the purpose of recommending purchases, contracts, and ensuring completion of project planning and construction.
- Serves as the District's representative for District-wide construction projects (e.g. capital, deferred maintenance, etc.) for the purpose of ensuring delivery of services in conformance with District objectives.

OTHER JOB FUNCTIONS:

- Performs other related duties as assigned to ensure the efficiency and effectiveness of the work unit.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: read scientific and/or technical journals, write manuals, and or speak persuasively in relation to concepts and theories; to analyze situations to define issues and to draw conclusions.

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: to lead and direct a District-wide, major program of facility construction and renovation designed to support into the foreseeable future facilities suitable for projected educational programs and services; coordinate with architects and construction engineers during all phases of project development and implementation; administer personnel policies and practices; apply pertinent codes, policies, regulations and/or laws; communicate with persons of varied cultural and educational backgrounds; operate equipment used in trades, i.e. construction tools, fork lifts, blue

CLASSIFIED

prints; operate standard office equipment and utilize pertinent software applications; perform standard bookkeeping/accounting procedures; plan and manage projects, i.e. air quality control, hazmat, etc.; prepare and maintain accurate records; prepare budgets and financial plans.

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; analyze data utilizing a variety of complex 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 widely varied types and/or purposes. Identify issues and create action plans. Problem solving with data requires following prescribed guidelines and utilizing a variety of types of job-related equipment. In working with others, 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 significant. Specific abilities required to satisfactorily perform the functions of the job include: adhering to safety practices; being attentive to details; meeting deadlines and schedules; working under time constraints.

RESPONSIBILITY

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organizations' services and financial resources.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling up to 50 pounds; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and or feeling. Generally the job requires 60% sitting, 20% walking and 20% standing. The job is performed under minimal temperature variations and some hazardous conditions, including time at sites during construction activities.

EDUCATION

A Bachelor's degree preferably in job-related area (e.g. engineering, architecture, construction management, facilities management, business administration or related field.) business, public, or educational administration, or related field.

EXPERIENCE

At least three years' experience directing a program of facility planning, construction and renovation for large, public-use buildings (e.g. schools, hospitals, government agency facility complexes, etc.) preferably including coordination and communication with legislative bodies and public oversight committees.

REQUIRED TESTING

CLASSIFIED

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

LICENSES AND CERTIFICATES

California Class C Driver's License; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position. Designation as a Certified Construction Manager from the Construction Management Association of America (CMAA) is desirable.

CONTINUING EDUCATION/TRAINING

None specified.

CLEARANCES

Fingerprint Clearances issued by the California Department of Justice (CaDOJ) and the Federal Bureau of Investigation (FBI); TB clearance; pre-employment physical examination including negative drug screen.