

# MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

Page 1 of 5

### TITLE: DIRECTOR OF FACILITIES

**JOB GOAL:** Under the supervision of the Deputy Superintendent, or designee, the Director of Facilities oversees the development and implementation of the district's long-term Facility Master Plan. Implements, and supervises the construction, modernization, planning of capital projects and directs all property utilization functions.

### QUALIFICATIONS

#### Knowledge of

1. General terms, procedures and practices in the planning, design, construction, rehabilitation, maintenance and operation of school buildings and facilities.
2. Requirements of the Public Contract Code, State Education Code, State Allocation Board, State Department of Finance, Office of Regulatory Services and Office of Local Assistance as they apply to the facility planning and construction process.
3. Theories of education facility design, instructional theory, methods and practices, State education facilities guidelines, CAL OSHA and fire code.
4. Effective teamwork, facilitation skills and public relations techniques.
5. Effective written and oral communication using correct English and grammar skills.
6. Uniform Building Code, Title 24 and Americans with Disabilities Act specifications and regulations regarding design structure.
7. Building codes, demographics and Consumer Products Safety Commission (CPSC) guidelines.
8. Personnel processes; finance, accounting, and construction practices; pertinent codes and policies.
9. Purchasing, regulations and/or laws; education code and bonding capacity.
10. Office of Public School Construction (OPSC) guidelines and regulations.

#### Ability to

1. Aid in the design of appropriate, effective, efficient and safe facilities.
2. Assist in the procurement of design and construction teams to build, repair and/or modernize district facilities.
3. Interpret data from a variety of sources to extract necessary data for preparation of plans and reports.
4. Listen, analyze problems and develop solutions.
5. Conduct research, prepare and present oral and/or written reports and represent the district.
6. Control quality of projects, schedules and budgets.
7. Perform a wide range of professional, administrative, advocacy and liaison duties involved in the facility planning process.
8. Establish and maintain effective working relationships with district administrators and representatives of a wide variety of public agencies, community groups and private industry.
9. Present publicly and participate in the development of district policies.

**JOB DESCRIPTION      Director of Facilities**

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Ability to (continued)

10. Utilize the "Facility Inspection Tool" (FIT) and/or alternative tools developed by the Office of Public-School Construction to ensure schools are in good repair in compliance with the Educational Code.

Training and Experience

1. Any combination equivalent to a bachelor's degree from an accredited college or university with major course work in engineering, architecture, planning, construction management or business with emphasis in planning or a related field desired.
2. Five years of professional experience with increasing levels of responsibilities in facilities planning, construction or a related field.

**REPORTS TO:**      Deputy Superintendent or Designee

**ESSENTIAL FUNCTIONS**

1. Oversees the development and implementation of the district's long-term Facility Master Plan.
2. Supervises the construction, modernization, reconstruction and relocation of new and existing schools and district facilities.
3. Understands the design of fire protection systems, security systems and ensures systems are operational and compliant with law.
4. Supervises, develops and evaluates District Office personnel as assigned, assuring adequate levels of safety and skills training, efficient utilization of resources, high productivity and a high morale work environment.
5. Works closely with administration, principals, site coordinators and staff to confirm that special facility needs related to education programs are completed and operational.
6. In collaboration with Business Services, prepares annual budgets for materials, projects, equipment, personnel and associated annual plans and objectives.
7. Assists by using student enrollment projections to establish participation eligibility in the State School Facilities Programs.
8. Regularly performs required and appropriate inspections of school facilities safety conditions, including coordination with outside agencies and inspectors to identify preventive and remedial maintenance and safety needs.
9. Remains current with legislation and regulations affecting facilities and safety/health matters.
10. Oversees the functions of Civic Center Management.
11. Oversees and coordinates with site facilities administrators and other relevant school site personnel for hazardous materials management and disposal.
12. Effectively uses student enrollment projections to establish participation eligibility in the State School Facilities Programs.
13. Coordinates delivery of modernization and restoration services.

**JOB DESCRIPTION      Director of Facilities**

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**ESSENTIAL FUNCTIONS** (continued)

14. Oversees Energy Management functions and develops systems to effectively manage energy usage.
15. Manages District Security Alarm Systems and response protocols.
16. Provides leadership and training for the professional development of site-based school facilities administrators.
17. Coordinates with school site administrators in the planning of construction, major maintenance, capital improvements and modernization projects.
18. Manages district facilities and property.
19. Manages facility utilization, planning, design, and educational adequacy in alignment with district, State, and Federal policies and procedures.
20. Develops, implements, and executes short and long-term plans, consistent with available budgets, to complete facility preventative and remedial efforts.
21. Assures district facilities are in good repair and makes recommendations for maintenance and operational shifts.
22. Provides timely and effective communication to appropriate district and site personnel.
23. Works collaboratively with local fire and city planning personnel as needed.
24. Gathers and provides appropriate data required to evaluate status of annual objectives and performance of job elements.
25. Participates in Citizen Oversight Committee (COC) meetings and other facility meetings, as needed.
26. Accurately estimates time and materials costs of facility maintenance projects and assures compliance with all regulatory requirements including, but not limited to, Department of State Architect (DSA) and Public Works requirements; prepares specifications and plans for all maintenance projects requiring public bidding and/or DSA approval.
27. Manages the development and delivery of bond construction and special projects related to design, alteration, remodeling, and inspection of new and existing district buildings, structures and site improvements.
28. Manages all construction activities and supervises department and project management personnel.
29. Attends Board meetings and makes presentations, as needed.
30. Participates in the development of facilities construction work plan; assigns work activities and projects; monitors work progress; reviews and evaluates work products, methods and procedures.
31. Mitigates the impact of construction and construction sequencing on educational programs by working collaboratively with the project consultants, district management and other contractors as needed.
32. Understands and works effectively and professionally with people from different cultures.
33. Performs other duties as assigned that support the overall objective of the position.
34. Participates in interviews and selects employees and recommends transfers, reassignment and disciplinary actions.
35. Works independently under broad organizational guidelines to achieve objectives.
36. Responsive to emergency situations.



**JOB DESCRIPTION      Director of Facilities**

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**Murrieta Valley Unified School District is a drug-free & tobacco-free workplace and equal opportunity employer.**

The district does not discriminate against employees or job applicants on the basis of gender, race, color, religious creed, national origin, ancestry, age, marital status, physical or mental disability or Vietnam Era veteran status. Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The district does not discriminate against persons with disabilities who, with reasonable accommodation, can perform the essential functions of the job in question.