



For the future of every student

## **CLASS TITLE: FACILITIES MANAGER**

### **BASIC FUNCTION:**

Under the direction of the Director of Maintenance & Operations, assists with the daily operations and planning for district-wide Facilities, Maintenance and Operations services and activities; this includes coordinating, directing, supervising, and evaluating district-wide building and/or grounds maintenance programs and related activities. These responsibilities include, but are not limited to, supervision of maintenance staff and projects, work orders, alteration projects, coordination and organization of construction, reconstruction, modernization, relocation of school buildings and facilities, and other capital outlay projects. Assists in the District's facility planning process.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Plans, directs, and supervises activities and operations of the District's Facilities, Maintenance and Operations services and activities. Manages and oversees assigned areas for the purpose of ensuring all buildings and sites are appropriately maintained in accordance with accepted and established district standards.

Coordinates, supervises, inspects, and provides direction to grounds and/or maintenance staff, ensuring delivery of a full range of grounds maintenance and building repair and supportive work functions; monitors the department activities in compliance with district objectives and quality control standards and work practices.

Supervises maintenance, grounds, and/or other assigned department personnel for the purpose of maximizing the efficiency of the workforce, meeting legal requirements and district objectives, and ensuring the provision of excellent customer service. Directs, counsels, evaluates performance and motivates assigned staff; recommends hires, transfers, reassignment, and disciplinary actions. Plans, coordinates, arranges and conducts training activities for Department personnel.

Establishes and recommends priorities on repair projects, in collaboration with building and department administrators. Plans and oversees all department maintenance and repair functions, including emergency repairs.

Responds to emergencies for the purpose of addressing immediate safety and health concerns. Effectively assists city agencies and/or school district officials in evaluation of school repairs/damages and expeditiously effects temporary repairs when needed.

Attends and/or facilitates meetings for the purpose of receiving and/or conveying information required to perform job functions. Collaborates with appropriate stakeholders for the purpose of receiving instructions, answering questions, scheduling work, carrying out assignments, providing information about work in progress, and leading maintenance projects and programs.

Establishes, assigns or prepares written materials (e.g. work schedules, work orders, solicitations, supporting materials, etc.) for the purpose of documenting and communicating activities as required.

Works independently to complete tasks with minimal direction from the Director and exercises discretion appropriately in the best interests of the District.

Assists with establishing and maintaining an annual and a long-range plan for meeting the assigned maintenance requirements of the physical facilities.

Assists in managing the work order system and assigns maintenance work order requests to ensure facilities are fully operational.

Directs work assignments for the purpose of prioritizing project deadlines and ensuring optimal utilization of personnel.

Coordinates with school administration to address grounds, maintenance and/or other site concerns.

Coordinates activities on facility and maintenance projects from design through occupancy. Reviews plans, inspects construction projects, and makes recommendations to ensure compliance with legal requirements, construction project drawings, and specifications.

Monitors and coordinates the progress and development of facility related projects. Prepares and evaluates requests for proposals for architectural services and other construction/maintenance related professional services. Participates in the selection of architects, engineers and other professional services. Evaluates consultant performance.

Conducts investigations and make recommendations in connection with planning, design, construction, change orders, design modifications, and contract administration in the District's building program.

Prepares analyses and reports on engineering and construction problems.

Determines infrastructure needs for technology projects throughout the District.

Assists in the development and maintenance of support material and project applications for the State School Building Program, and in the preparation of environmental assessment documents for facilities projects for compliance with the California Environmental Quality Act (CEQA).

Researches, provides information and tracks progress with City and County Planning departments, State Department of Education, Division of State Architect, State Office of Public School Construction and other state and local agencies.

Other duties as assigned that support the overall objective of the position.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Management skills to analyze programs, policies and operational needs.

Proper methods, techniques, materials, tools and equipment used in cleaning, grounds maintenance, facilities planning, construction, maintenance and repair activities.

Applicable Federal, State and local building codes, ordinances, requirements, regulations and safety precautions.

Requirements of maintaining buildings, facilities, grounds and equipment in a safe, clean and orderly condition.

Practices, procedures, standards and techniques used in construction planning and implementation.

Design specifications and terminology used in the building trades.

State School Construction Program and State Contract Compliance laws and regulations.  
California Environmental Quality Act.  
Health and safety regulations and procedures.  
Applicable laws, codes, rules, regulations, policies and procedures.  
Operation of a computer and assigned software.  
Architectural and engineering plans and specifications.  
District and department organization, operations, policies and objectives.  
Principles and practices of administration, supervision and training.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Assist with the planning, organizing, and supervision of maintenance and operations activities including the inspection, cleaning, construction, maintenance and repair of District buildings, facilities, grounds and equipment.  
Coordinate and direct communications, personnel, projects, and management functions, to meet District needs and assure smooth and efficient Department activities.  
Supervise, train and evaluate the performance of assigned personnel.  
Direct and participate in prioritizing and coordinating response to work orders and scheduling, developing and implementing department projects and activities.  
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.  
Inspect projects for accuracy, completeness and compliance with established standards, requirements and procedures.  
Estimate and assure adequate staff, material and equipment levels needed for operations and projects.  
Communicate effectively both orally and in writing.  
Read and interpret construction documents including blueprints, plans and specifications.  
Interpret, apply and explain laws, code, rules, regulations, policies and procedures.  
Maintain current knowledge of State of California Education code, building code, OSHA regulations, and other construction rules and regulations  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and timelines.  
Work independently with limited supervision.  
Plan and organize work.  
Direct and participate in the preparation and maintenance of a variety of reports, records and files.  
Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Any combination of education, training, and/or experience equivalent to graduation from high school or equivalent and five years increasingly responsible experience in building construction, facilities planning, and/or maintenance and operations including at least two years in a supervisory or lead capacity. A Bachelor's degree in business administration, engineering, architectural, and/or construction management is highly desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:****ENVIRONMENT:**

Indoor and outdoor work environment.

Regular exposure to fumes, dust, dirt, oil and grease.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to inspect projects and read a variety of materials.

Sitting or standing for extended periods of time.

Walking to inspect projects.

Climbing ladders.

**HAZARDS:**

Working around and with machinery having moving parts.

Chemical fumes.

Working at heights.

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*Approved by Personnel Commission:*

*07/08/2020*