



Fremont Unified School District

Classified Management Job Description

Director, Facilities and Construction

Definition

The Director, Facilities and Construction reports to the Associate Superintendent. Under general direction, responsible for programs and the work of staff and contractors to renovate, expand and construct District facilities, to direct the inspection and approval of all construction work; to provide technical assistance in the planning and execution of the District's facilities master plan and to perform other job-related duties as required.

Essential Duties and Responsibilities

Depending on the assignment, duties may include but are not limited to the following:

- Oversees the work of, directly and through subordinate levels of supervision, construction project supervisory and inspection staff, whether employees or contract staff, when involved in District construction programs.
- Confers with the Director, Maintenance, Operations and Grounds and other District personnel in planning construction programs and other facilities development programs.
- Establishes project schedules, establishes project priorities and monitors progress.
- Oversees contracts and maintains financial records.
- Reviews and authorizes progress payments.
- Assists in management of emergency situations.
- Assists in hiring and evaluating personnel, and in supervising personnel as required.
- Assists in selecting, engaging and evaluating consultants, and in administering consultant contracts.
- Assures compliance with applicable codes, regulations and laws.
- Monitors departmental budget.
- Recommends and implements upon approval new programs or reorganization policies for the Department.

Qualifications

Successful Experience in:

- Industry standards for architecture, engineering and construction.
- School building construction including materials, methods, equipment and building details; building, safety and education codes and regulations.
- Division of the State Architect's requirements and operations, techniques of preparation of cost estimates.
- Principles of supervision and training.

- Principles of business, personnel management and public agency purchasing.

Ability to:

- Plan, schedule, organize, monitor and administer facility construction functions.
- Interpret and administer construction contracts.
- Train, instruct and supervise employees.
- Prepare written and oral reports.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally and in writing.
- Read and interpret construction plans and specifications.

Education: Equivalent to completion of a Bachelor's Degree in a field such as Engineering, Architecture or Construction Management or a related field preferred. Completion of certification program in related field desirable.

Experience: Four years of increasingly responsible experience, including supervision of personnel, in a relevant field such as Facilities Design and Engineering, Architecture or Construction Project Management.

Licenses and certificates

Possession of a valid California driver's license with no restrictions, which would preclude driving on the job, is a continuous requirement.

US Proof of Residency

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting 30-40 lbs., carrying, pushing, and/or pulling some stooping, kneeling, crouching, and significant fine finger dexterity.

Required Testing Pre-Employment Proficiency Test may be required.

Clearances Criminal Background Clearance

<u>FLSA Status</u>	<u>Approval Date</u>	<u>Salary Range</u>
Exempt	N: 3/97 R: 5/99, 11/14	FSMA 19

(Note: Formerly Manager, Facilities and Construction)

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed with the job.

The Fremont Unified School District is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

For the complete FUSD Board Policy 4030 Nondiscrimination in Employment visit the FUSD website: <http://www.fremont.k12.ca.us/domain/19>.