

Sweetwater Union High School District

CHIEF FACILITIES EXECUTIVE

Purpose Statement

The job of Chief Facilities Executive is done for the purpose/s of overseeing all aspects of the district's facilities management function to include: planning, design, acquisition, and construction of new facilities; coordination of district facility use and asset management; development of short and long-range master plans; ensuring the coordination of planning, construction and maintenance activities with schools and other district departments; upgrade, modernization, maintenance, and repair of existing facilities; custodial and grounds operations; transportation; and other related special projects. The intent of this position is to ensure the efficient, safe and cost effective use of staff and other resources in the above activities for all district facilities.

Essential Functions

Administers and coordinates school facilities construction projects, including modernization and upgrading district facilities, through the use of both internal and external resources; oversees all design and development services for district facilities; prioritizes projects and activities.

Develops, implements and monitors long and short range plans/programs for the purpose of ensuring that district resources are effectively utilized; leads the program management function for all assigned areas.

Directs the program for the maintenance, alterations, and repair of buildings, grounds, and related equipment, the program for effective energy use, maintains an ongoing program of site surveys and inspections to maximize energy conservation.

Represents the district on planning issues with the State Department of Education, the Division of State Architect, Office of Public School Construction, Federal and other appropriate agencies; maintains an ongoing liaison with appropriate State Department of Education staff on the development of proposed legislation or policies that may impact the district and meets regularly with other appropriate entities and organizations.

Provides oral/written reports to the Governing Board, district committees, and interested groups regarding the quality, progress and coordination of general and specific building programs; provides analysis of proposed legislation to appropriate district staff and assists in assessing the potential impact of such legislation.

Maintains knowledge of current local, state and federal laws, rules, regulations, and other requirements for the purpose of ensuring compliance.

Provides leadership and management to assigned managerial, professional, support staff and consultants for the purpose of managing assigned operations in accordance with school policies.

Selects, supervises, trains and evaluates assigned staff, provides input into evaluation of transportation staff, site custodial and grounds staff; works with employees to correct deficiencies and implements discipline procedures as necessary.

Other Functions

Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to on building construction and modern methods and techniques used in the maintenance, repair and construction of a variety of facilities. Basic principles, methods, and practices of school business administration, with particular reference to educational facility planning, school utilization, architectural and engineer procedures, and activities related to the management of real estate, construction, and maintenance of school plant.

KNOWLEDGE is required on the principles and practices of engineering to include: technical engineering design and specifications; organization, administration and Human Resources management, including supervision, training and performance evaluation; budget development and administration; strategic planning, general management principles, and project management and complex facilities operation and maintenance programs. Specific knowledge is required to read and interpret building construction plans and specifications, and work from drawings and blueprints; prepare work sketches; and to implement the use of computer software programs, hardware, and other technology pertinent to areas of specialization, laws and regulations pertinent to financial management of school building and maintenance programs, and district collective bargaining agreements

ABILITY is required to establish and maintain cooperative professional working relationships with district staff and administrators, students, parents or guardians, outside agencies, community groups and the public in a multicultural community in the performance of position responsibilities; interpret, apply and communicate applicable administrative, departmental, federal, state and local policies, procedures, laws and regulations and sources of funding for school building programs; research and analyze problems, identify alternative solutions and project consequences of proposed actions and implement recommendations in the support of goals; prepare complex written reports with recommendations and a variety of other materials such as memoranda, letters, news bulletins, etc.; review and prepare Board reports and correspondence, often with major legal and financial significance; make public presentations; interpret and explain school construction and school utilization, policies, school funding, asset management procedures, and building and maintenance program regulations and procedures to Board members, parents, community representatives, school administrators, the press, and others.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under a generally hazard free environment.

Education/Experience

Bachelor's degree from an accredited college or university with major course work in construction management, engineering, business administration, architecture, facilities planning, public administration or a related field. Courses in business administration, public relations, accounting, school finance, personnel management, and communications are preferable. A minimum of 10 years of related experience in a school district or related facilities environment with at least 5 years of experience at a Director level position or progressively responsible experience in senior management on a scale equivalent to or greater than the district size and scope. Superior level of knowledge of the regulatory environment including workplace safety requirements, environmental regulations and codes. Extensive experience in budget preparation and fiscal management. Demonstrated knowledge of labor

relations and grievance resolution. Experience with Leadership in Energy and Environmental Design (LEED) certified projects and/or the Collaborative for High Performing Schools (CHPS); experience with public/private ventures in the construction industry and experience in Formal Construction Partnering is highly desirable. Advanced degree preferred.

Any one of the following is preferable: a valid Certificate of Registration as a Professional Engineer by the California State Board of Registration of Civil and Professional Engineers, or; a valid Certified Construction Manager (CCM) credential by the Construction Manager Certification Institute (CMCI), or a valid Certification of Project Management Professionals (PMPs) or Program Management Professionals (PgMPs) by the Project Management Institute or a valid Certificate of Registration as licensed architect by the California State Board of Architectural Examiners.

Required Testing

None Specified

Certificates Preferred

Valid Driver's License & Evidence of Insurability
Availability of Private Transportation

Continuing Educ./Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; and
Criminal Justice Fingerprint/Background Clearance

Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410.

*Management Job Description
Adopted by BOT 5/7/12*