

Sweetwater Union High School District

DIRECTOR OF PLANNING & CONSTRUCTION

Purpose Statement

The job of Director of Planning and Construction is done for the purpose/s of planning, implementing, and directing the planning, and construction operations of the district, including development of short and long-range master plans; ensuring the coordination of planning and construction activities with schools and other district departments; serving as the district representative in planning and developing facilities and new construction; and managing demographic development and enrollment forecasting. This is an exempt, senior classified management position.

Essential Functions

- Develops, implements and monitors long and short range plans/programs for the purpose of ensuring that district resources are effectively utilized.
- Creates department objectives and directs department functions for the purpose of prioritizing project deadlines and ensuring optimal utilization of personnel.
- Researches laws, regulations, legislation and policies for the purpose of assessing their potential impact on district master plans, for recommending appropriate revisions to District policies and procedures and for assisting other staff in coordinating the updating and maintenance of appropriate Board policies and regulations.
- Supervises the collection of developer fees and Mello Roos taxes for the purpose of ensuring accurate and timely receipt and recording of funds.
- Represents the District to the Office of Public School Construction, the State Department of Education, the County Office of Education and with other agencies for the purpose of presenting, garnering support for and gaining funding and approval for, and tracking applications for documentation necessary to obtain State approval and funding.
- Inspects new construction, repair work, projects, equipment, work orders, daily maintenance and supplies for the purpose of ensuring that jobs are completed efficiently; specifications for major capital improvements are within local/state/federal regulations; and approving inspection reports and payment requests.
- Supervises work and workplace safety standards for the purpose of ensuring conformance with Federal, State and insurance regulations and developing a program of preventive safety on a Districtwide basis.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Coordinates a variety of programs and/or activities for the purpose of ensuring availability of and ability to finance facilities/equipment and/or delivering services in conformance with established guidelines.
- Collaborates with others (e.g. district personnel, and administration, vendors, other districts, etc.) for the purpose of identifying needs, implementing and maintaining services and/or programs.
- Facilitates meetings (e.g. workshops, inservice meetings, staff meetings, etc.) for the purpose of identifying appropriate actions, developing recommendations, supporting other staff, and serving as a District representative.
- Presents information (e.g. long range master plan, demographic data, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.

- Performs personnel administrative functions (e.g. interviewing, recommending, discipline, supervising, evaluating, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.
- Prepares a wide variety of materials in written and electronic formats (e.g. cost estimates, payroll, budget input, project status reports, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, and/or providing supporting materials for requested actions.

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 perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; and developing effective working relationships.

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: code; demographics; CPSC guidelines; personnel processes; finance, accounting, and construction practices; pertinent policies, regulations and/or laws; education code; bonding capacity; state building program; and Mello-Roos.

ABILITY is required to organize a number of activities, meetings, and/or events; often 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 varied types and/or purposes; and utilize 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: communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; making quick and accurate decisions; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality; facilitating communication between persons with frequently divergent positions; and projecting enrollment trends and housing needs.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; 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. This job is performed in a generally clean and healthy environment.

Education/Experience

Bachelor's degree from an accredited college or university with major course work in engineering, planning, business or public administration with emphasis in planning or a related field. A Master's degree is desirable. Four years of increasingly responsible experience facilities planning, preferably for a school district or other public agency.

Required Testing

None Specified

Continuing Educ./Training

None Specified

Certificates

Valid Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background
Clearance

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224

Management Job Description

~~Adopted by BOT 4/09/07~~

Revised by BOT 3/10/08