



HUNTINGTON BEACH CITY SCHOOL DISTRICT

Director, Facilities, Maintenance, Operations, & Transportation

Established date: 4/20/2021

GENERAL PURPOSE

Under the general direction of the Assistant Superintendent Administrative Services, is responsible for the supervision of department staff, the orderly and efficient operations of the department and support provided to District's programs services; develops, plans, organizes and directs the building and grounds maintenance, equipment maintenance, transportation and facilities planning for the District; develops and recommends policies and procedures for carrying out the functions of the department in an efficient, cost-effective manner; makes arrangements for additional space availability, location needs, relocation of classes and students, improvements, modernization and modifications of facilities, grounds, equipment and utilities; coordinates related improvement activities, repairs, and/or construction matters, as well as site security and safety issues, coordinates and assists in supervision of all custodial operations, activities and personnel to assure the proper cleaning and maintenance of assigned buildings and facilities. Supervises all District transportation activities, including the maintenance of the district bus and white fleet. Supervises the District Proposition 39 Energy Savings Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Directs all aspects of facilities, maintenance, operations, and transportation services in support of the mission, tasks, functions, and goals of the district.
2. Plans, organizes, controls, and directs facilities contract administration, construction management, and the labor compliance program, including budget development and management.
3. Provides oversight and direction to staff regarding maintenance services and operations support activities, including establishing needs and priorities for repair of school buildings.
4. Prepares and develops long and short range master plans for maintenance, repair, and site improvement projects, including school housing needs by taking into consideration program requirements, cost estimates, enrollment projections, and alternative uses for school sites and facilities.
5. Evaluates and consults with architects, technical consultants and contractors to develop projects, work plans, and cost estimates.
6. Reads and interprets blueprints, plans, and specifications to assure that all construction/remodeling work performed is done in conformance with District standards as detailed in the blueprints, plans, and specifications for the assigned school site.
7. Ensures compliance with applicable federal, state, and local mandates governing environmental protection, hazards to buildings and building occupants, public safety, and access compliance (Americans with Disabilities Act).
8. Directs and manages departmental expenditures and ensures prudent fiscal management in the application of assigned funds.
9. Conducts facilities needs assessment and correlates data for use in future planning for new school facilities and/or upgrades to existing facilities.
10. Inspects district-owned or leased properties and facilities on a regularly scheduled basis to ensure that such properties and facilities are being properly maintained in accordance with established district standards; submits reports on the condition of existing district properties and facilities, and makes appropriate recommendations for maintaining those properties and facilities.
11. Receives, reviews, and investigates requests for school site improvements, building modifications, and building maintenance.

12. Prepares proposals and specifications for the modification, improvement, and/or construction of facilities or related needs for submission to the Assistant Superintendent, Administrative Services.
13. Defines, identifies, and establishes priorities for maintenance-related projects.
14. Prepares bid specifications, bidding processes, and construction contracts, as required.
15. Confers with prospective contractors for all District repairs.
16. Maintains cooperative working relationships with local, state and federal agencies.
17. Maintains cooperative working relationships with District and site administrators.
18. Prepares and maintains a variety of narrative and statistical reports, records, and files related to assigned activities and personnel.
19. Responds to emergency callbacks and facility critical situations.
20. Acts as primary contact for interagency emergency contact and liaison.
21. Arranges for inspections by contractors, fire and health department personnel, city and county inspectors and other personnel, or others mandated by various building and safety laws.
22. Oversees the District's Use of Facilities Management and the contracts, leasing and fees associated including communicating with city personnel and various civic groups regarding the use of facilities and fees.
23. Maintains short/long term Joint-Use Agreement (JUA) with the city and county for use of District resources and facilities.
24. Oversees compliance with environmental, health, and safety regulations and directs implementation of required programs, training, and inspections.
25. Coordinates the annual chemical/hazardous material inventory, disposal and reporting to the California Environmental Reporting System.
26. Assists with the implementation, tracking and monitoring of the District's Automated External Defibrillator (AED) Program.
27. Assists in employee selection and conducts the performance evaluation process of assigned employees.
28. Controls hiring and supervision of outside contractors.
29. Instructs custodial personnel in the proper performance of duties, appropriate use of chemicals and equipment, as well as the implementation of good safety practices and procedures.
30. Assumes responsibility for the supervision and direction of Custodians and their activities during summer and other recess periods when school principals are not scheduled to work.
31. Reviews utility usage and makes recommendations for energy savings; prepare and submits requests for energy conservation projects.
32. Supports needs in the classroom from basic requirements all the way to innovative learning environment implementation.
33. Other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge Of:

1. Principles and practices of contract administration, construction management, building trades, labor compliance, and maintenance of structural, mechanical, electrical and all other utility distribution systems related to the operation of school and administrative building and facilities. School facilities planning as related to methods and techniques of instruction, traffic flow, economy of maintenance, provision for growth, relationship of instructional and service areas, and adaptability to multi-functional usage.
2. General characteristics and relative costs of various methods of construction, architectural features and building and room designs for all types of school use. State, local, and Federal agencies having jurisdiction over school construction, maintenance, and operations.

3. Legal requirements, industry practice and procedures required in support of custodial and maintenance operations in a public education environment.
4. Modern cleaning methods, including basic methods of cleaning and preserving floors, carpets, furniture, walls, and fixtures.
5. Building security systems, anti-intrusion, and theft prevention methods.
6. Energy management and utilities conservation measures.
7. Budget process and fiscal management.

Ability To:

1. Communicate effectively to express ideas and provide information in concise and understandable verbal and written forms.
2. Effectively communicate with tact, discretion, and courtesy in dealings with superiors, subordinates, and the general public.
3. Provide leadership and direction, in coordination with administrators, to a diverse workforce, effectively implementing recognition, evaluation systems, and discipline to maintain employee confidence and morale in assigned functions.
4. Read and interpret technical trade manuals, instructions, and guidelines.
5. Work from blueprints, shop drawings, and sketches, and to make appropriate changes and/or updates.
6. Adjust work schedule to supervise evening, weekend and emergency work crews as needed.

Education, Training and Experience:

- At least five years of increasingly responsible, extensive, and varied supervisory experience in construction, construction maintenance, facilities maintenance, repair/replacement and operation services for large commercial or public buildings, and grounds and facilities.
- Experience in or sufficient knowledge of public works contracts, maintenance of public school operations and building maintenance, grounds and irrigation equipment, emergency operations and preparedness.
- General contracting experience and licensing highly desirable.
- The equivalent of an accredited engineering degree in facility and facilities management, public administration, business management.
- A General Contractor's License or other specialized construction trade license issued by the State of California is desirable.

Other Requirements:

- Possess and maintain a valid California Driver's License (Class "C" minimum).