

MANAGER - FACILITIES PLANNING & CONSTRUCTION

Purpose Statement

The job of Manager - Facilities Planning & Construction was established for the purpose/s of serving as the District representative in planning and developing facilities and new construction; and budgeting and scheduling for new construction, renovation and major repairs on existing facilities.

This job reports to Executive Director of Facilities & Technology

Essential Functions

- Assists in developing, recommending and implementing policies, District specifications, bids, etc. for the purpose of providing direction for the District construction program, operations goals and objectives.
- Collaborates with the District Major Maintenance Manager, District Facilities Operation Manager, and other District personnel, community organizations, contractors, architects, state personnel, city & county building departments, etc. for the purpose of for the purpose of supporting the District construction program and goals.
- Communicates with administrators, personnel and outside organizations for the purpose of coordinating facilities planning and construction operations and/or activities, resolving issues and conflicts and exchanging information.
- Compiles data from a wide variety of sources (e.g. cost of construction, maintenance, repair projects; input for budget, etc.) for the purpose of analyzing issues, ensuring compliance with various policies and procedures, and/or monitoring program components.
- Develops long and short range construction plans/programs for the purpose of ensuring that District resources are effectively utilized.
- Facilitates meetings for the purpose of identifying appropriate actions, developing recommendations, supporting other District staff, and serving as a District representative.
- Fosters good team communication within the District Facilities departments, school and central services staffs, and acts as a liaison of the District Facilities Operations Department for the purpose of jointly delivering effective facility planning supportive services.
- Inspects new construction, repair work and construction projects 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.
- Manages a wide variety of construction programs for the purpose of ensuring District compliance with state, federal, city and/or county regulations.
- Monitors fund balances of assigned construction projects 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.
- Participates in meetings for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Prepares a wide variety of materials (e.g. cost estimates, 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.
- Presents information on a variety of topics related to the District construction program (e.g. budget overviews, accounting processes, proposed plans and changes, etc.) for the purpose of providing general information, implementing actions, etc.
- Researches new products, laws, regulations, etc. for the purpose of recommending purchases, contracts and maintaining district wide services.

- Supervises some department functions including hiring/termination recommendations, interviewing, evaluating, disciplinary actions, planning / scheduling / coordinating activities, staff development, work improvement plans, advising, consulting, etc. for the purpose of maintaining adequate staffing, and enhancing productivity of personnel.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies 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 advanced math; 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-based competencies required to satisfactorily perform the functions of the job include: building codes, electrical codes, fire codes, and CPSC guidelines; personnel processes; pertinent policies, regulations and/or laws; education code; and budget management and accounting.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using 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 widely varied types and/or purposes; and utilize job-related equipment. 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 ability-based competencies 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 ability to read, write and communicate clearly in English.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some 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: occasional lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience within specialized field with increasing levels of responsibility is required.

Education Bachelors degree in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

Building Asbestos Inspector/Management Planner within one year of hire

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Computerized Facilities, Management and Control, and Security Systems Training

Clearances

Criminal Justice Fingerprint/Background Clearance

MVR (Motor Vehicle Record) Clearance

FLSA Status

Exempt

Approval Date

4/13/2011

Salary Grade

Exempt 83X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____