

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

CHIEF FACILITIES OFFICER

DEFINITION

Under direction of the Deputy Superintendent, Business and Support Services, the Chief Facilities Officer supports the educational programs of the District by providing leadership and assuming management responsibility with the development, organization and implementation of all activities related to facility planning, design and construction, maintenance and operations functions, energy, safety and environment systems, performing arts centers, use of District facilities, and transportation services.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Develop and implement objectives, policies, and short-and long-range plans for the development, improvement and use of District facilities. (e.g., needs assessments, master plans, development mitigation fee studies, facility use fees, demographic enrollment projections, facility use schedules and approvals, joint-use agreements, alternate uses for more efficient and/or effective use of District facilities/properties and other planning documents as required.)
2. Oversee the acquisition, disposition, design, construction and/or modernization of school sites and facilities including but not limited to the development and implementation of District-wide standards, specifications, budgets, schedules, scopes of work, project management, inspections, occupancy and project close-out; provide and maintain timely and accurate reports portraying the status of all projects.
3. Monitor compliance with all applicable laws, ordinances, codes and regulations governing school sites facilities, and transportation services in coordination with various agencies such as the Office of Public School Construction, the Department of Education, the Division of the State Architect, the County Office of Education, the constituent cities of the District, the County of Orange and other state and local public agencies.
4. Serve as planning liaison with cities and local developers; oversee the submission of funding eligibility and regulatory documents (e.g., OPSC, CDE, DSA, DTSC, CEQA, Title 24, ADA, etc.).
5. Prepare and manage the budget for the District's facilities programs while pursuing matching funds or grants to augment District facilities funds ensuring control and authorize expenditures in accordance with established limitations.
6. Select, direct, oversee and evaluate architects, engineers, consultants, contractors, inspectors, testing laboratories, vendors and/or other outside parties whose functions are involved in the design, construction and inspection of District projects.
7. Oversee and participate with the development and administration of related agreements, contracts, plans, drawings and specifications.
8. Review and evaluate blueprints, specifications and documents to assure compliance with established architectural and engineering standards.
9. Attend Board meetings and clearly present information to the Board of Trustees, District personnel, community groups, residents, outside agencies, and other groups with respect to planning, design, construction, use of District facilities, and transportation services.
10. Provide support to the Superintendent with one-time, long-term or on-going special projects as needed.
11. Oversee all District Maintenance, After School Program coordination, use of facilities pupil transportation and vehicle maintenance operations.
12. Promote safe and efficient school facilities and transportation services through collaboration with other District managers.

EXAMPLES OF DUTIES (Continued)

13. Evaluate, supervise and counsel members of staff to improve employee performance ensuring staff adheres to District, state, and federal educational and professional standards.
14. Establish, maintain and nurture professional relationships with management, colleagues, staff, and school related outside agencies.
15. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
16. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
17. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation and presentation techniques; effective oral and written communication skills; property acquisition, entitlement and development; construction and public works contracts; State, Federal, local and private funding sources, programs and mechanisms for financing capital facilities, construction, modernization and maintenance; Community Facilities Districts (Mello Roos); public finance (Debt) mechanisms; facility master plan development, implementation and oversight; The California Environmental Quality Act and environmental compliance; architectural and construction design elements and methods; general business, budgeting and accounting practices; city and regional planning.

Ability to: Lead, manage and direct the functions and activities of a Facilities, Maintenance and Operations, and Transportation department for a school district; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact, and diplomacy; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; align revenue resources to make recommendations regarding project/priority; read, interpret, evaluate, and prepare construction documents including but not limited to; building plans, blueprints, specifications, schedules, and bid packages; prepare written and oral reports, recommendations, programs, presentations, applications, and forms; comply with the District's customer service standards, as outlined in Board Policy.

Education: College degree or equivalent industry experience.

Experience: Seven years of progressively responsible professional experience in the area of facilities management, planning and development, architecture, building engineering, construction management, multi-facility maintenance and/or plant operations, including five years in project management. Experience in public sector or educational environment preferred.