

PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: May 16, 2007

Revised: September 16, 2015

Salary Schedule: 250; Row 3

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

**JOB TITLE: DIRECTOR OF FACILITIES**

**JOB PURPOSE STATEMENT:** Under general administrative direction from the Assistant Superintendent - Business Services, to provide planning, leadership, coordination, and supervision of all functions pertaining to facility planning, land acquisition, construction and financing, and other related work as required.

**JOB FUNCTIONS:**

- Assists the Assistant Superintendent in the preparation of capital facilities plans and budgets
- Serves as liaison with public agencies, technical consultants, and specialists regarding issues related to funding, design, and construction
- Conducts complex studies relating to demographics, building trends, economics and land values
- Assists in development of recommendations for selection and purchase of new school sites and modifications to existing campus areas
- Obtains surveys, geological and environmental planning data for construction projects
- Assists in the preparation of accurate and timely reports on the status of all capital facilities accounts including cash flow analysis, state accounting reports, expense reports, and audits
- Assures compliance with Division of State Architect specifications and requirements
- Provides annual and long-range growth projections recommending boundary adjustments, year-round implementation, and interim housing facilities

**JOB TITLE: DIRECTOR OF FACILITIES**

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JOB FUNCTIONS – continued

- Serves as District representative to communicate construction plans to the public
- Develops and maintains inventory of all square footage of permanent and portable buildings including their ownership status for District and state reports
- Calculates and prepares forms for District eligibility for facilities funding programs
- Maintains accurate knowledge of legislation related to school facilities and growth accommodation
- Assists in preparation of a District Master Plan
- Utilizes project management systems, practices, and methods and techniques to evaluate progress relative to plans
- Establish and maintain effective working relationships with staff, students, parents, and community members
- Performs related duties as assigned

KNOWLEDGE AND ABILITIES:

- Construction administration, bidding, and labor compliance regulations
- Laws, building codes, ordinances, and regulations of state and local authorities related to school facilities planning and construction
- State School Facilities Program and the school facilities funding options
- Current trends in school building design, financing, and construction
- Techniques in facilities development and long-range planning
- Techniques of management and staff development
- Effective human relations methods
- Principles of organization and management
- Interpretation of legislation and development of policies related to facilities development
- Preparation of financial plans and budgets, estimation of construction and repair costs
- Administration and management of facilities funding sources and preparation of CEQA documents

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KNOWLEDGE AND ABILITIES – continued

- Preparation of plans and specifications for contract work
- Interpretation of plans and specifications
- Communication with individuals and groups effectively including preparation of written and oral reports
- Establishment and maintenance of positive working relationships with staff, architects, contractors, inspectors, and appropriate city, county, state, governmental and other agencies
- Preparation of applications for funding and administration of facility funding programs
- Demonstration of good judgment and good problem-solving skills
- Organization of tasks, setting of priorities, and meeting deadlines
- Management of multiple tasks
- Direction, supervision & instruction of others
- Presentation of a positive image of the school district to the public

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift up to (25 pounds), carry up to (25 pounds) and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

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JOB QUALIFICATIONS:

Education:

- B.A. degree desirable, with concentration in areas of Business Administration, Public Administration, Engineering, Architecture, Drafting, or Public Works Administration
- Facilities Planning Certificate desirable

Experience:

- Three to five years of successful, demonstrated management experience in some phase of architecture, construction or facilities management
- Supervisory responsibility in facilities development and with responsible experience in construction desirable

Licenses, Certifications, Bonding, and/or Testing:

- TB Clearance
- Drug/Alcohol Clearance
- Valid Driver's License
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Classified Management Position