

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED MANAGEMENT POSITION

JCN: 192
EXEMPT

DIRECTOR – FACILITIES & OPERATIONS

BASIC FUNCTION:

Under the general direction of the Executive Director, Facilities and Operations, perform a wide variety of management level functions to ensure Fresno County Superintendent of Schools (FCSS) facilities are clean, safe, and functional for students and staff; plan, coordinate, and supervise the construction, maintenance and operational functions for facilities owned or used by the county office, including but not limited to: new construction, modernization, and deferred maintenance projects; maintain ongoing and current knowledge of state laws regarding school facilities; represent and advocate for the county office at the state level as assigned; analyze and prepare recommendations; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Coordinate and oversee maintenance and operations work requests from various sites; ensure maintenance and repair projects are completed in a timely manner and comply with established policies, procedures, rules and regulations; visit various sites to perform inspections as needed.
- Develop and oversee budget development and grant funding; evaluate budgetary and financial data and ensure expenditures are in accordance with established limitations; assist with grant coordination and preparation as assigned.
- Oversee the development and maintenance of databases related to work requests, key distribution, vehicles, vendors, building access, facilities inventory, fixed assets and others.
- Oversee planning, site acquisition and construction of facility projects.
- Oversee various building systems computer software and hardware including security camera systems, energy management systems, building access systems and alarm systems; coordinate upgrades and modifications to systems as needed.
- Oversee operational functions including building maintenance, facilities use, health and safety, property and liability insurance, and construction services and maintenance contracts.
- Participate at the state level by representing the County Office on various organizations and associations as assigned; monitor legislation affecting the assigned area of responsibility.
- Perform a variety of office duties related to facilities functions, including but not limited to, leases and work requests; compose and type letters, reports and other documentation as directed.
- Perform bidding and purchasing functions related to construction projects in accordance with School Facility Program and legal and regulatory requirements; obtain quotes/bids from outside vendors in accordance with purchasing procedures; represent the county office as owners representative as a part of the construction management team; prepare, file, and manage construction project documents.
- Perform professional and highly complex facilities duties involved in operating, inspecting, maintaining, refurbishing and constructing county office buildings; ensure that county office building issues are resolved quickly and efficiently; ensure facility office functions and activities comply with established laws, codes, regulation, policies and procedures & operations.
- Plan, coordinate and communicate with administrators, personnel and outside organizations to implement specialized Facilities and Operations activities, projects and programs, resolve

issues and conflicts and exchange information; collaborate with legal agencies to ensure program compliance as required.

- Plan, organize, control and direct the operations of assigned activities within the Facilities and Operations Department; manage and direct overall program activities including staff supervision, meetings, events and other related activities; monitor activities for compliance with established policies, procedures, rules and regulations; direct custodial, maintenance, and operational functions to meet county office needs.
- Provide leadership in planning, scheduling, reviewing, developing, implementing and evaluating programs within the Facilities and Operations Department ensuring that facilities are properly cleaned and maintained; develop schedules maintenance and cleaning procedures; provide training to custodial and maintenance staff.
- Provide outreach to school districts by serving as a technical resource concerning facility and operational issues and facilitating training opportunities.
- Represent the county office at local, regional, state and federal meetings, conferences, in-services, boards, councils, and events regarding assigned division.
- Respond to emergency facilities situations including elevator problems, alarms, leaks, HVAC issues, and others after hours and on weekends as needed.
- Respond to inquiries by FCSS and district administration and staff; determine best possible manner to approach and resolve concerns/suggestions; work to provide positive, collaborative public relations and represent the county office by consistently maintaining cooperative and effective working relationships with others.
- Respond to county office personnel, school district administration or public requests for information as assigned; collaborate with internal departments, including but not limited to, Legal Services Department as needed.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to assure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to assure accuracy and completeness; provide input concerning employee interviews and evaluations as requested.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations, including but not limited to architects, consultants, inspectors, contractors, state agencies, outside regulatory agencies, permitting agencies, and/or the public concerning facility projects and resolving related issues.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.

OTHER DUTIES:

- Ability to work a flexible schedule.
- Drive a vehicle to conduct work using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.
- Travel may be required for training within California.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Applicable sections of the State Education Code, Local, State and Federal laws, codes, regulations and requirements as related to assigned activities and/or instructional area including, but not limited to state School Facility Program, local agency plan review and coordination, California Environmental Quality Act, Occupational Safety and Health Administration, Americans with Disabilities Act, Asbestos Hazard Emergency Response Act.
- Health and safety regulations.
- Methods, materials, and equipment used in building maintenance and construction.
- Methods, materials, and equipment used in the installation, maintenance and repair of telecommunications equipment and related systems.
- Methods, materials, and equipment used in building cleaning.
- Methods, procedures, and terminology related to facilities construction, operation, maintenance, and repair.
- Policies and procedures related to bidding and purchasing.
- Preparation, review, and control of assigned budgets.
- Record-keeping techniques.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty including, but not limited to planning, construction/project management, maintenance best practices, contracting and purchasing, building systems, and risk management.

ABILITY TO:

- Coordinate activities with outside vendors and agencies to ensure smooth county office operations.
- Comply with county office policies and procedures.
- Establish and maintain cooperative and effective working relationships with others contacted in the course of work.
- Make effective presentations in large and small settings.
- Manage budgets.
- Maintain records and prepare clear, complete and concise reports.
- Observe health and safety regulations.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Perform complex tasks with frequent interruptions.
- Perform professional and highly complex facility work involved in operating, inspecting, maintaining, refurbishing and constructing of buildings.
- Prepare, review and control assigned budgets.
- Provide consultation, training, and technical assistance to county office personnel concerning

facility functions, systems, and procedures.

- Serve as a liaison between County Office administrators and personnel, outside organizations or the public concerning assigned program.
- Use professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's degree in Architecture, Construction Management, Planning, Accounting, or related field.

EXPERIENCE:

- Five years increasingly responsible experience working in field related to assigned program, function or instructional area.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California driver's license; while employed by the County Office incumbent must be insurable at the standard rate by the employer's insurance carrier at all times.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Indoor and Outdoor environment.
- Regular interruptions.
- Small and large group meetings.
- Frequent overnight travel.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.

- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to fifty (50) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 12/31/2007

Revised: 05/17/2016; 07/01/2021