



JOB DESCRIPTION

Palm Springs Unified School District

ASSISTANT DIRECTOR – FACILITIES MANAGEMENT

PURPOSE STATEMENT

Under the direction of the Executive Director of Facilities Planning and Development, the Assistant Director-Facilities Management assists in the planning, organizing, and administering a comprehensive facilities planning and development program including improvement, modification, and construction of facilities. Oversees the administration of a variety of projects and special programs related to the District's facilities' plan.

ESSENTIAL DUTIES:

Assist in the development and coordination of programs and projects for the Facilities Planning & Development division.

Assist in the planning and management of the construction, renovation, modernization, and repair of District facilities, structures, and equipment including the construction of new facilities, building additions, and improvements.

Assist in the coordination and compliance with state agency requirements during the planning and execution of site selection, design and construction phases.

Provide support in representing the district with local and state agencies and businesses in the process of developing and implementing district facilities projects.

Assist in the establishment of policies for capital outlay and long-range services and support in the monitoring of a maintenance and repair plan.

Coordinate the district's Energy Management Program, including recordkeeping, accountability, reporting, program implementation, promoting District employee involvement, and validating energy management system compliance that meets the District's energy policies and guidelines.

Research alternate funding sources and direct the development of applications to the State and other agencies to obtain funding, including State bonds, energy incentives, and joint use funds.

Plan and schedule conferences with school and maintenance administrators, school staff, architects, consultants, engineers, contractors, local and state government officials, and the public regarding new construction, renovation, and demolition projects.

Assist with the selection process of architects, engineering firms, contractors, vendors, and suppliers of related materials or services for district work.

Assist with coordinating and monitoring the progress of facilities projects and contracts to assure seamless, timely, and cost-effective completion.

Provide support in the approval of invoices from suppliers and contractors.

Serve as part of the District's management team dedicated to the social, emotional, and educational development of all students.

Train and supervise staff as assigned.

When necessary, additional background material may follow this.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

SKILLS to assist in managing a comprehensive facility planning program in the areas of development and real estate acquisition; develop and direct long-range capital improvement strategic master plans including new construction, modernization, and renovation plans; prepare of a variety of comprehensive narrative and statistical reports; develop and prepare departmental budgets; plan and coordinate multiple activities and operations, delegate work to staff and consultants, and evaluate operational effectiveness.

KNOWLEDGE of Applicable OSHA and NIOSH (National Institute of Occupational Safety and Health) regulations; principles of administration, supervision, training and scheduling of work; applicable Federal, state and local laws, codes and regulations; Green School Facilities Act and the Emergency Portables Classroom Act; California Environmental Quality Act (CEQA) laws related to school facilities programs; developer fee statutes, and redevelopment revenue programs; legislative processes and the structure of local and state government; public agencies responsible for planning and development of the local geographic area; budget preparation and control; project management techniques; appropriate safety procedures and hazardous material compliance; terms, procedures and equipment used in the design, construction, maintenance, and operation of buildings and facilities; construction practices in school districts and other public agencies; public speaking techniques; ADA regulations related to construction.

ABILITY to remain current with applicable Federal, state and local laws, codes and regulations; perform mathematical calculations used in measurement and in estimates of supplies and materials; assure compliance with applicable laws, codes, rules and regulations; plan and direct the work of others; supervise, train and evaluate the performance of management and support staff; chair meetings, lead discussions, and elicit individual and group cooperation; prepare and deliver oral presentations; read and comprehend plans and specifications; read, interpret and follow rules, regulations, policies and procedures; read and interpret technical trades' manuals, instructions, and guides; interpret and work from shop drawings, sketches, plans, and specifications; communicate effectively both orally and in writing; achieve consensus on a course of action in a complex and multi-disciplinary environment; work independently with little direction and provide work direction to others; problem solve to analyze issues, create plans of action and reach solutions; establish and meet schedules and time lines; prioritize workload and conflicting demands; establish and maintain effective working relationships with others; promote workplace diversity and a positive work environment; understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of vendors, contractors, administrators and staff; use interpersonal techniques with tact, patience and courtesy; maintain consistent, punctual and regular attendance.

EDUCATION AND EXPERIENCE

A Bachelor's degree in business, engineering, architecture, or related field.

Five (5) years of lead or supervisory experience in building construction and maintenance work.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license and evidence of insurability.

Print out of H-6 (good driving record documentation) is required at the time of employment.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 60% sitting, 10% walking, and 30% standing. The job is performed in a generally hazard-free environment.

WORKING CONDITIONS:

Office and construction site environments.

Exposure to dust and noise.

Drive a vehicle to conduct work.

When necessary, additional background material may follow this.

PHYSICAL DEMANDS:

Walking and seeing to inspect construction sites.

Hearing and speaking to exchange information and make presentations.

Sitting and standing for extended periods of time.

Bending at the waist, kneeling and crouching.

Climbing ladders and scaffolding.

Reaching overhead, above the shoulders, and horizontally.

HAZARDS:

Working around and with machinery having moving parts at construction sites.

Required Testing

None Specified

Continuing Education/Training

None Specified

Certificates

Valid Driver's License and Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Clearance

Print out of H-6 (good driving record documentation) is required at the time of employment.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of Board policy on Evaluation of Management/Confidential employees.

FLSA Status

Exempt

Bargaining Unit

Management/Confidential

Salary Range

Range 34

BOE Approval Date

February 22, 2022

When necessary, additional background material may follow this.