

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: MANAGER – FACILITIES AND CONSTRUCTION**

#### **BASIC FUNCTION:**

Under the direction of the Director III-General Services, plan, organize and direct facility-related and school building operations, including new construction, modernization and renovation projects; assist school districts in facility planning and redevelopment coordination; develop, review and approve facility leases for school sites operated by the County Office of Education; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize and direct facility-related and school building operations, including new construction, modernization and renovation projects; develop and implement goals, objectives, policies, and procedures regarding facility management and construction projects.

Supervise and coordinate contractors responsible for the work related to construction, maintenance, repair, and renovation of facilities; reviews, monitors and coordinates the work of architects, contractors and trades people, including initial estimates of cost and schedules; coordinate project activities with other General Services staff, administrators, principals, community representatives and other involved participants.

Establish priorities for construction projects; manage construction, maintenance and operations, and leasing of facilities; develop plans and specifications for repair and improvement projects; negotiate construction contracts; obtain building permits; receive, assign, monitor, and review work orders; plans facility needs based on projected changes; make final inspections and approves acceptance of all completed work.

Serve as the County Office contact for matters related to facility management, construction, modernization and renovation monitors construction and facilities-related litigation; maintain records of work accomplished; prepare status reports as required.

Plan, organize and manage programs, services and activities to assist school districts in the planning, site acquisition, financing, construction and renovation of school facilities including energy conservation programs, compliance with mandated health and safety regulations and Americans with Disabilities Act (ADA).

Develop and prepare the annual preliminary budget for the Facilities and Construction Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Director III-General Services, administrators and school districts regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; develop, review and approve facility leases; schedule

AHERA surveys for SCCOE schools as required.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; participate in forecasting trends and long-term facilities planning; provide representation to government and regulatory agencies in facility related matters.

Prepare and maintain a variety of records and reports related to facilities and construction department operations, including operation and maintenance records, asbestos survey reports and others; submit to appropriate personnel or department as required.

Determine need and timing of facility repair, improvement and replacement; determine facility project priorities; determine projects to be reviewed or approved by the County Board of Education, Division of the State Architect and others.

Schedule, coordinate and facilitate AHERA asbestos awareness training for custodians and maintenance personnel; attend State of California re-certification training for AHERA asbestos inspector and management planner.

Operate a computer and other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned; organize, schedule and facilitate facilities personnel meetings; prepare and present new leadership members orientation; attend construction meetings as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Management of facilities and construction.

Building construction, facility maintenance and contract management.

Building codes, including Uniform Building Code, Uniform Fire Code, Uniform Plumbing Code, Uniform Mechanical Code and National Electrical Code.

California Titles 21, 22 and 24, and California Public Works Construction Law.

Preventative, corrective and deferred maintenance.

Facility space usage and planning.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Plan, organize, coordinate and implement operations and activities related to the construction and renovation of designated buildings, facilities and equipment.

Prioritize, schedule, assign and inspect construction projects.

Coordinate communications and information to assure proper and timely completion of construction projects.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in business or public administration, industrial engineering, industrial management, architecture, or a related field and four years increasingly responsible planning, construction or related experience including two years in a supervisory capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

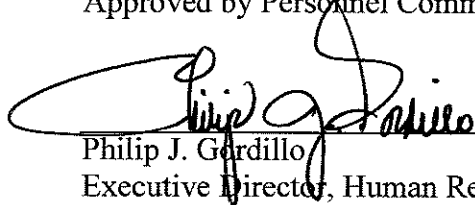
**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.

Approved by Personnel Commission: June 23, 2011

  
Philip J. Gardillo  
Executive Director, Human Resources

7/01/11  
Date