Oak Grove School District

JOB TITLE: Director, Facilities Modernization

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under the direction of the Deputy Superintendent, administers the district’s facility modernization program. Ensures that the capital improvement program is based upon sound demographic data, that facility plans meet district standards, that facility and equipment needs are clearly identified, and that capital improvement projects are conducted in an efficient and effective manner.

TYPICAL DUTIES

Coordinates and conducts planning meetings with site staff, district staff, architects, facilities personnel and community. Recommends priorities for facilities renovation and reconstruction.

Monitors progress of construction projects, daily and long term, and supervises building inspectors. Coordinates all outside contractors working on district sites. Represents district at construction planning meetings with contractors and architects. Meets with architects and other facilities consultants to coordinate future projects planning. Reviews change order requests from architects for acceptability and cost. Reviews construction schedules and ensure timely completion of such projects. Makes field decisions on construction issues as necessary.

Communicates and meets with principals, staff and community members on all construction related issues (i.e. safety, scheduling, etc.). Plans and coordinates phasing of future projects including all related moves of students, staff, and materials.

Reviews billings and contract terms with architects and district staff and confers with attorneys on all appropriate legal issues. Negotiates contracts as appropriate.

Reviews demographic projects and plans appropriate school capacity, including future relocatable building needs.

Prepares monthly status report on all projects.

Coordinates all planning and implementation of facilities modernization projects with the Director of Operations, ensuring consistency with established facilities and maintenance standards. Works collaboratively with operations staff in the development or modification of facilities and maintenance standards.

Performs other duties as assigned by the Deputy Superintendent.
MINIMUM QUALIFICATIONS

Demonstrated experience and training to ensure successful performance.

Demonstrated ability in preparation and/or analysis of demographic reports.

Bachelor’s degree supplemented by field experience, advanced degree desirable.

Knowledge and proficiency in use of personal computer and various software, including a working knowledge of spreadsheet, word processing, presentation graphics and data base programs.

Ability to negotiate within established guidelines with contractors, vendors, city, county and other government agencies.

Technical knowledge of government, insurance and Education Code provisions pertaining to general obligation bond projects, financial record keeping, facility construction and renovation, and commercial building trades.

Ability to relate well with others in a professional manner.

Excellent interpersonal skills.

Demonstrated ability to communicate the relationships between educational programs, student characteristics, facility standards, school site administration, community expectations, and budgetary considerations.

Ability to develop and maintain project time lines.

Ability to read and interpret building architectural plans to and for site personnel.

Ability to read and interpret financial reports pertinent to project cost accounting.

Ability to communicate effectively, both orally and written.

Demonstrated ability to anticipate and solve problems.