

AREA FACILITIES SERVICES DIRECTOR

DEFINITION

Plans, organizes, assigns, directs, and reviews the maintenance and operations activities at all sites in an assigned area.

TYPICAL DUTIES

Directs the routine and preventative maintenance, operations, minor alterations and improvements, and other smaller construction activities within an assigned Maintenance and Operations area.

Confers and maintains liaisons with site administrators, parents, faculty, other school stakeholders, and senior management personnel.

Recommends and implements policies and procedures for Maintenance and Operations and the Facilities Services Division.

Administers the budget and monitors expenditures in an assigned Maintenance and Operations area.

Monitors the response and completion of maintenance service calls.

Monitors the coordination and scheduling of preventative maintenance on a wide array of facilities equipment and systems.

Monitors the maintenance of accurate record keeping of payroll, inventory, and financial records of an assigned area.

May receive night and weekend emergency calls and initiate appropriate action.

May manage District-wide programs.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Area Facilities Services Director is the administrative head of personnel assigned to perform routine and preventative maintenance, smaller construction projects, and custodial operations for an assigned Maintenance and Operations area.

A Regional Facilities Director provides managerial oversight to an assigned geographic region and in conjunction with higher management, coordinates maintenance, operations, and construction-related activities.

A Complex Project Manager is responsible for coordination of all facilities related activities with schools and offices within a group of schools.

SUPERVISION

An Area Facilities Services Director receives supervision from the Regional Facilities Director or Deputy Director of Facilities Maintenance and Operations. General supervision is exercised over lower-level managers, supervisors and support personnel such as, Complex Project Managers, Operations Program Managers, Area Operations Supervisors, craft supervisors and craft personnel, clerical staff, and Administrative Analysts.

CLASS QUALIFICATIONS

Knowledge of:

- Current practices, processes, and materials utilized in the maintenance, repair, and construction fields, including the construction, installation, and maintenance of school buildings and grounds facilities
- Current practices, processes, and materials utilized in the custodial, pest management, gardening, and tree maintenance fields
- District and State standards and legal provisions governing school building construction, maintenance, budget, and finance
- Local and State building codes and safety regulations
- Basic District personnel rules, regulations, practices, and policies
- Pertinent sections of District collective bargaining agreements
- Characteristics of school, shop, and office equipment and the specialized crafts required for their maintenance
- Principles of budget administration
- Computerized maintenance management systems
- Microsoft Word and Excel
- Principles of supervision

Ability to:

- Plan, direct, and coordinate maintenance, repair, capital outlay, and construction projects for school buildings, grounds, and equipment for maximum efficiency and cost effectiveness
- Work effectively with administrators, school personnel, city officials, and private business officials
- Direct the supervision of a large number of personnel in a variety of functions
- Interpret and express policies, regulations, and other matters clearly and concisely in both orally and in writing
- Analyze and evaluate the effectiveness of plans, policies, and programs
- Analyze and interpret computerized management information reports
- Estimate material and labor costs

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency and sixty semester units or equivalent quarter units from a recognized college or university that include courses in business administration, public administration, construction management, construction technology, computer science, or other related areas.

Experience:

Two years of experience in the supervision of maintenance, construction, or operations at or above the Complex Project Manager or Operations Program Manager level.

Special:

- A Facilities Planner Program Certificate must be obtained by the end of the probationary period.
- A valid California Driver License.
- Use of an automobile.

SPECIAL NOTES

1. Exempt from FLSA.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
09-14-15
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