

## REGIONAL FACILITIES DIRECTOR

### DEFINITION

Provides overall administrative and functional management of maintenance and operations services to assigned geographic facilities region.

### TYPICAL DUTIES

Manages and direct the maintenance and operation activities of a geographic region and an assigned project unit office in various maintenance, operation, repair, and modernization services.  
Oversee the execution of bond and other specifically funded projects through subordinate administrators.  
Confers and maintains liaisons with Local District offices, site administrators, parents faculty, other school stakeholders, and senior management personnel.  
Oversees the planning, design, and implementation of facilities projects and services including routine repair, major repair, and deferred maintenance as well as operational services such as custodial cleaning crews, and roving gardening crews.  
Provides assistance to principals and site administrators regarding facilities related issues.  
Coordinates with multiple Local Districts within a geographic region with regarding to facilities joint-use, Public School of Choice, and charter schools.  
Reviews and participates in the masterplanning for an assigned geographic region.  
Oversees compliance and federal, State, and local regulatory safety standards applicable to school facilities and grounds for an assigned geographic region.  
Works with the Office of Environmental Health and Safety in developing and managing environmental hazardous waste, and occupational safety programs of an assigned geographic region.  
Recommends and implements policies and procedures for Maintenance and Operations and the Facilities Services Division.  
Participates in the development of the Maintenance and Operations Branch budget and administers the budget and monitors expenditures for an assigned geographic facilities region.  
Responsible for an assigned region's staff development and training.  
Makes presentations to Senior Management, Board of Education, and the Bond Oversight Committee.  
Performs other duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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.

The Director of Facilities Maintenance and Operations manages the maintenance and operations activities of the District.

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

## SUPERVISION

A Regional Facilities Director receives general direction from the Director of Facilities Maintenance and Operations or designee. General direction is provided to lower-level managers and supervisors.

## CLASS QUALIFICATIONS

### Knowledge of:

- Current practices, processes, and materials utilized in the custodial, pest management, gardening, and tree maintenance fields
- Current practices, processes, and materials in the maintenance and repair field, including the construction, installation, and maintenance of school buildings and grounds
- Local and State building codes and safety regulations
- District and State standards and legal provisions governing school building maintenance, budget, and finance
- Principles of joint use and charter schools
- Principles of public relations and the public approval process
- District's long-term planning goals and objectives
- Principles of budgetary planning and control
- Pertinent sections of Personnel Commission rules and District collective bargaining agreements
- Principles of project management
- Principles of sustainability, including LEED and CHPS
- Principles of training, employee evaluation, employee relations, and progressive discipline
- Characteristics of school, shop, and office equipment and the specialized crafts required for their maintenance and installation

### Ability to:

- Plan, direct, coordinate, and prioritize maintenance, repair, capital outlay, and construction projects for school facilities, grounds, and equipment for maximum efficiency and cost effectiveness
- Provide leadership and direct the supervision of a large number of personnel in a variety of functions
- Plan both day-to-day operations and long-term goals
- Make, support, and explain recommendations and decisions
- Analyze and interpret computerized management information reports
- Manage budgets within time and funding constraints
- Interpret and express policies, regulations, and other matters clearly and concisely in writing and orally
- Work effectively with school and business officials, external contractors, and professional service providers
- Analyze and evaluate the effectiveness of plans, policies, and programs
- Estimate material and labor costs
- Ability to use computers with Microsoft operating systems and word processing, data base, and spreadsheet software

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university, with a bachelor's degree in architecture, engineering, urban planning, facilities management or a related field. Courses in business administration, public relations, maintenance planning, accounting, school finance, personnel management, and communications are preferable. Additional qualifying experience beyond that required may be substituted for up to two years of the required education on a year-for-year basis.

Experience:

Seven years of management experience managing large programs or projects in facilities maintenance or construction valued in excess of \$10 million involving coordinating of capital projects and/or facilities maintenance and/or operations. Experience working for a primary or secondary school district, or public institution, which included maintenance and operations, planning or design and construction is preferable. Experience with enterprise maintenance management systems is preferable.

Special:

A valid California Driver License.  
Use of an automobile.

SPECIAL NOTES

1. Management class, exempt from bargaining units.
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. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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