

CHIEF FACILITIES EXECUTIVE

DEFINITION

Plans, organizes, directs, and reviews activities related to facilities planning and design, school utilization, real estate management, and building and grounds maintenance.

TYPICAL DUTIES

Directs, coordinates, and reviews the Division's District-wide programs in the areas of facilities planning and design, school utilization, real estate management; facilities construction and alteration; and building, grounds, and equipment maintenance.

Develops and monitors funding for District facilities projects from both State and alternative sources.

Directs and review the preparation and administration of budgetary materials and exercises administrative control over expenditures for construction and alteration of facilities, maintenance of facilities and equipment, movable equipment, and real estate.

Evaluates organization, policies, and procedures and approves and recommends changes.

Evaluates and recommends the selection of architects for construction projects.

Represents the District in meetings with contractors, local public agencies, community groups, and others.

Interprets and explains school construction and school utilization, policies, school construction funding, asset management procedures, and building and maintenance program regulations and procedures to Board members, parents, community representatives, school administrators, the press, and others.

Directs and reviews personnel management, including training, safety, evaluation, and discipline.

Reviews and prepares Board reports and correspondence, often with major legal and financial significance.

Evaluates records and report systems and makes or recommends improvement.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Chief Facilities Executive is the administrator responsible for the District's facilities construction and school utilization programs, the management of District properties, and the maintenance of building and grounds.

The Director of School Building Planning assists in the overall administrative of the facilities program, carries out special projects, oversees all aspects of the facilities program for new school facilities, and acts for the Chief Facilities Executive during absence and in the exercise of delegated authority.

SUPERVISION

The Chief Facilities Executive receives administrative direction from the Superintendent of Schools and provides general direction to lower-level management personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and practices of organization, management, budget preparation, expenditure control, personnel administration, supervision, and training
- Basic principles, methods, and practices of school business administration, with particular reference to educational facility planning, school utilization, architectural and engineer procedures, and activities related to the management of real estate, construction, and maintenance of school plant
- Sources of funding for school building programs
- Research techniques, including basic statistical methods
- School and contract law relative to public work project
- Laws and regulations pertinent to financial management of school building and maintenance programs
- District collective bargaining agreements

Ability to:

- Plan and coordinate a variety of technical facility planning functions
- Formulate and implement program goals, objectives, and schedules
- Evaluate the effectiveness of organization, staffing procedures, and related matters
- Develop and implement operating changes required to achieve goals and objectives
- Collect and analyze data and present effective oral and written reports
- Supervise the activities of others engaged in various technical activities
- Establish and maintain effective relationships with officials of public and private organizations, employees, co-workers, and the general public

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, with a bachelor's degree preferably in architecture, engineering, facilities planning, or construction management. Courses in business administration, public relations, accounting, school finance, personnel management, and communications are preferable.

Experience:

Fifteen years of progressively responsible construction experience managing large program/projects that involved the construction of new facilities, or the planning and coordination of capital projects and/or facilities maintenance and/or operations with at least ten years executive or administrative experience managing projects/programs of construction value in excess of \$200 million.

The following work experience is preferable:

- Experience with Leadership in Energy and Environmental Design (LEED) certified projects and/or the Collaborative for High Performing Schools (CHPS)
- Experience with public/private ventures in the construction industry
- Experience in Formal Construction Partnering

Special:

Any one of the following is preferable:

- A valid Certificate of Registration as a Professional Engineer by the California State Board of Registration of Civil and Professional Engineers, or;
- A valid Certified Construction Manager (CCM) credential by the Construction Manager Certification Institute (CMCI), or;
- A valid Certification of Project Management Professionals (PMPs) or Program Management Professionals (PgMPs) by the Project Management Institute or;
- A valid Certificate of Registration as a licensed architect by the California State Board of Architectural Examiners.

AND

A valid California Driver License
Use of an automobile

SPECIAL NOTES

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

Revised
01-06-10
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