



# COVINA-VALLEY

## UNIFIED SCHOOL DISTRICT

**February 2014**

### Chief Facilities Officer

#### Definition

Under administrative direction, plans, organizes, controls, and directs the District's facilities, maintenance operations, student transportation functions, and security; directs construction programs and activities; supervises and evaluates the performance of assigned personnel.

#### Essential Duties and Responsibilities

- Plans, organizes, controls, and directs the District's facilities maintenance, custodial, grounds, construction, security, and student transportation functions;
- Supervises and evaluates the performance of assigned personnel; schedules, assigns, and inspects work; analyzes staffing requirements and makes staffing recommendations; schedules and arranges training as needed;
- Oversees the acquisition, disposition, design, construction, and/or modernization of school sites and facilities, including development and implementation of standards, specifications, budgets, schedules, scopes of work, project management, inspections, occupancy, and project close-out; provides and maintains timely and accurate reports on the status of all projects;
- Oversees the preparation of specifications for bids; consults with and advises District and site administrators, instructional specialists, contractors, and architects on the design, construction, or alteration of school buildings and grounds;
- Oversees and participates in development and administration of contracts, plans, drawings, and specifications;
- Recommends, develops, and implements Districtwide programs related to employee, student, and premises safety;
- Monitors compliance with applicable laws, ordinances, codes, and regulations governing school facilities; coordinates with the Office of Public School Construction, Department of Education, Division of the State Architect, Los Angeles County Office of Education, the constituent cities of the District, the County of Los Angeles, and other state and local agencies as required;
- Prepares and manages the budget for the District's facilities programs and funds; pursues matching funds or grants to augment District resources; controls and authorizes expenditures in accordance with budgets and established policies; assists with accounting and audit requests;
- Confers with maintenance, custodial, groundskeeping, and transportation supervisory personnel regarding methods and procedures of work, supplies, equipment requirements, and operational problems and conflicts; assists with and solves existing problems and determines future requirements of personnel and materials; confers with school officials regarding departmental issues;
- Oversees use of District facilities by outside individuals and groups;

## Chief Facilities Officer - contd.

- Analyzes, modifies, and modernizes work methods and procedures to increase efficiency and cost-effectiveness;
- Manages District communications including radios, cell phones, and emergency systems;
- Communicates with District, site administrators, and personnel; regulatory agencies, architects, engineers, inspectors, contractors, vendors, and others concerning facilities maintenance and operations services;
- Directs the formation and operation of committees; attends and conducts a variety of meetings as assigned;
- Supports the Superintendent and the executive cabinet; supplies timely information and advice as requested; follows through on directions given; attends Board meetings; prepares a variety of reports; and clearly presents information to the Board, District personnel, community groups, residents, outside agencies, and others;
- Performs related tasks as required.

### Required Qualifications

- Possession of a valid California Driver's license;
- Insurability with District carrier and a driving record acceptable to District administration;
- Regular attendance at the workplace is an essential function of this position.

### Knowledge of:

- Building codes, materials, techniques, and costs related to construction and building maintenance as they relate to public schools;
- Methods, practices, terminology, and procedures used in skilled trades, custodial, and grounds maintenance;
- Principles and practices of administration, personnel, management, supervision, and training, budget preparation, and cost control;
- Methods, practices, material, and equipment used in maintenance of school grounds, landscaped areas, playing fields, concrete/asphalt surfaces, sprinkler systems, and related facilities;
- Proper use, storage, and disposal of hazardous chemicals and waste;
- Financial and statistical record-keeping techniques used in public school systems;
- Laws, rules, regulations, and guidelines governing safety, school security, and loss prevention;
- Laws, rules, and guidelines governing student transportation, including transportation of special-needs students;
- Policies and procedures concerning time lines and routing of school buses;
- Deferred maintenance regulations, procedures, and requirements;
- District policies, rules, and regulations.

## Chief Facilities Officer - contd.

### Ability to:

- Plan, organize, control, and direct the District's maintenance, operations, security, facilities, and student transportation functions;
- Direct and evaluate the work of supervisory and office personnel;
- Prepare and interpret plans, specifications, working drawings, and procedural instructions;
- Estimate cost of construction, landscaping, and maintenance projects;
- Organize, coordinate, direct, and implement an efficient student transportation system;
- Plan and direct effective training programs;
- Analyze situations accurately and adopt an effective course of action;
- Establish and maintain cooperative and effective working relationships with others;
- Interpret, apply, and explain rules, regulations, policies, and procedures;
- Implement and direct Districtwide safety programs;
- Ensure compliance with District policies, practices, and collective bargaining agreements;
- Prepare accurate oral and written reports to a variety of audiences.

### Education:

- High School diploma or equivalent;
- Completed college-level or trade school coursework in supervision, management, and business administration;
- College degree or completed college-level coursework in technical maintenance, trades, and operations areas, such as architecture, engineering, construction, planning, or related fields.
- Any combination of education, experience, and training that provides the required knowledge and abilities to perform the essential job functions.

### Training and Experience:

- Six years of increasingly responsible experience in facilities management, building engineering/construction, multi-facility maintenance, or plant operations, or other relevant field, preferably in a community college or school district setting, and including at least three years in a supervisory capacity; or
- A minimum of three years of school site administration that involves overseeing maintenance and operations personnel, construction/modernization projects, facilities maintenance, and plant operations; or
- Any combination of education, experience, and training that provides the required knowledge and abilities to perform the essential job functions.

This position will be paid on the appropriate step of the Classified Management salary schedule:

- Range I100
- 12 months