

DESERT SANDS UNIFIED SCHOOL DISTRICT
Office of Classified Personnel Services

Classification: DIRECTOR OF FACILITIES SERVICES **Salary Range:** 28
Employment Category: Management/Supervisory **FLSA Designation:** Exempt

Job Summary:

Under direction, manages, supervises plans, organizes and coordinates the multi-faceted facilities, acquisition, construction program for the District: to include providing direction to all facilities, acquisition and construction employees; ensuring fiscal accountability and cost effectiveness; and, compliance with District, State and Federal requirements regarding facilities, acquisition, construction and finance.

Essential Job Functions:

- **Assists** and advises the district on issues (e.g. the acquisition of sites, redevelopment activities, etc.) for the purpose of ensuring fiscal accountability and cost effectiveness, compliance with district, Federal, State and local rules and regulations.
- **Communicates** guides and directs internally and externally for the purpose of providing information dissemination on policies, procedures, rules and regulations, information gathering, issue identification and resolution, training and development.
- **Coordinates** all construction activities for the purpose of ensuring that all projects are performed and completed in accordance with specifications and established timelines.
- **Creates** designs, manages and oversees programs, services and projects for the purpose of ensuring continuous improvement to services and compliance with Federal, State, District and local guidelines.
- **Manages**, oversees and directs the facilities, acquisition, construction and finance program for the purpose of ensuring that all functions are performed in accordance with District, Federal and State rules, regulations and guidelines.
- **Manages** and supervises personnel for the purpose of ensuring efficient operation of the department; and, providing training and development, performance evaluations, and decisions on hiring, dismissals, problem identification and resolution.
- **Manages** and oversees budget and financial aspects of department (e.g. long term debt program, district investments, collection of developer fees, certificates of participation, tax override receipts and state school building program appropriations, etc.) for the purpose of ensuring financial records are maintained, adequate funds are available to meet the needs of the District; and, funds are collected and utilized in accordance with Federal, State, local and district policies, procedures and guidelines.
- **Oversees** the new construction and reconstruction programs for the district for the purpose of ensuring the educational facilities needs of the district are met and that all design specifications comply with district standards and applicable state, federal and county agency requirements.
- **Oversees** the bidding and awarding of contracts for all construction programs for the purpose of ensuring compliance with the needs of the district and the rules, policies, procedures and guidelines of the district, state and federal governments.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Attends** various meetings and conferences for the purpose of providing and/or gathering information.

Essential Job Requirements - Qualifications:

- **Skills, Knowledge and/or Abilities Required:** Skill to manage personnel and services, supervise personnel and projects. Skill in working with a diverse group of individuals and handling situations with tact, diplomacy and discretion. Skill in analyzing situations accurately and adopting an effective course of action. Skill in the use of English in both written and oral communications. Knowledge of the federal and state rules, regulations and policies pertaining to facilities, acquisition, construction, finance and contracts. Knowledge of fiscal and accounting rules and regulations. Knowledge of computer hardware and software and applicable software applications. Ability to make administrative and plan and manage projects.
- **Physical Requirements:** Employees in this classification stand, walk, sit, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; standing for long periods of time; have the ability to occasionally lift moderately heavy objects weighing up to 50 pounds, frequently lift up to 15 pounds and constantly lift a minimum of 5 pounds; have the capability to push 20 pounds maximum force and possess the capability to pull 20 pounds maximum force. May sit for long periods of time in front of a computer. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.
- **Work Environment:** Employees in this classification work inside and outside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with students, site staff, the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other hazards include, but are not limited to, Noise/Vibration (driving); inspecting construction/facilities. Other Atmospheric Hazards: Fumes=Paint. Dusts=Pollen, dirt, open fields.
- **Education and Training Required:** Bachelors degree in Business Administration, Public Administration, or related field and five (5) years of experience in facilities planning which included three (3) years of supervisory experience; OR, nine (9) years of increasingly responsible experience in facilities planning which included three (3) years of supervisory experience.
- **Licenses, Certifications and Testing Required:**
 - Fingerprint/criminal justice clearance.
 - Tuberculosis clearance.
 - Must possess or have the ability to obtain a valid California Drivers license.

Personnel Commission: 12/03/97
Board of Education: 04/21/98
Salary Modification: 07/01/00
Personnel Commission: 01/26/06