



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 22-2022/23
DOCUMENT NO. 10-2022/23
DATED 10/19/2022

DIRECTOR - FACILITIES PLANNING & CONSTRUCTION MANAGEMENT

DEPARTMENT/SITE: Facilities
Planning & Construction
Management

SALARY SCHEDULE: Classified Management
SALARY RANGE: 34
WORK CALENDAR: 261 Days

REPORTS TO: Deputy Superintendent

FLSA: Exempt

PURPOSE STATEMENT:

Under the general direction of the Deputy Superintendent, the Director of Facilities Planning & Construction Management manages site selection and acquisition; plans and designs school facilities projects; oversees architect selection and predesign processes for construction projects; coordinates attendance area boundary studies; manages the use of facilities; acquires the necessary revenues to support district facility modifications; complies with local, state, and federal facility requirements; and ensures proper allocation of expenditures and revenues. The incumbent in this classification provides the school community with quality services in facility planning and construction which directly supports student learning and achievement.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Analyzes data (e.g., school boundaries, enrollment projections, educational specifications) to provide recommendations and approval of school sites, and plan and design of school facilities.
- Communicates with administrators, personnel, and outside organizations to coordinate activities, resolve issues and conflicts, and exchanging information.
- Coordinates activities (e.g., systemic renovations, inspections, contractor, and architect meetings, permitting activities, bidding calendars, mandated reports) to ensure that all phases of construction project are completed within budget and specifications and with minimal interruption to site personnel.
- Develops educational specifications, policies and procedures, project scopes, and specifications to provide data relevant to the approval, acquisition, planning, and design of school facilities.
- Forecasts enrollment and facility requirements to provide information for budgets for Capital Improvements and related activities.
- Maintains manual and electronic documents, files, and records (e.g., specifications, contracts, archival information) to provide up-to-date reference materials.
- Manages a wide variety of programs (e.g., redistricting, coordination with outside vendors, obtaining permits) to ensure district compliance with established guidelines.
- Participates in meetings, workshops and seminars as assigned (e.g., staff, community groups, parent groups, city) to convey and/or gather information required to perform functions.
- Prepares written materials (e.g., operational budgets, bid specifications, contracts, correspondence, memos) to document activities, provide written reference and/or convey information related to construction project/s.

Director of Facilities Planning & Construction Management
Updated: 2022 EH&A
Previous update: 2017

MUSD BOARD APPROVED: DECEMBER 12, 2023
MOTION NO. 58-2023/24
DOCUMENT NO. 202-2023/24

- Presents to a variety of groups (e.g., Board, subcommittees, funding agencies, community groups) to provide information, make recommendations and/or ensure compliance with established guidelines.
- Researches a variety of information to develop new programs/services, ensure compliance with relevant requirements, secure general information for planning, take appropriate actions, and/or respond to requests.
- Responds to inquiries from a variety of sources such as administrative staff, local inspectors, contractors, architects, and the public to provide required information and/or refer to the appropriate source.
- Reviews county and municipal plans to perform tests and/or identify school sites for developers in accordance with regulatory requirements.
- Serves as a liaison between the department and architects/contractors to facilitate communication.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Advanced math and statistics
- Effective written and oral communication practices
- Pertinent codes, policies, regulations and/or laws
- Local government administration and budgeting
- Geographic Information Systems applications
- English usage, grammar, punctuation, and spelling
- Computer usage and pertinent software applications

Skills and Abilities to:

- Read and understand technical information
- Compose a variety of documents
- Facilitate group discussions
- Analyze situations to define issues and draw conclusions
- Communicate with diverse groups
- Establish and maintain effective work relationships
- Prepare and maintain accurate records
- Plan and manage projects
- Solve problems effectively
- Show good attention to details
- Meet deadlines and schedules, including working under time constraints
- Work with frequent interruptions

RESPONSIBILITY:

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

Bachelors of Arts or Bachelors of Science from a nationally accredited college or university, with an emphasis in business, public administration, construction management or related field.

EXPERIENCE REQUIRED:

Five (5) years of increasingly responsible supervisory experience in construction management and/ or facilities planning preferably with K-12th school systems experience.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive to various District sites.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- This job is performed in a generally clean and healthy indoor office environment
- Extensive sitting, with some walking and standing
- Lifting, carrying, pushing, and/or pulling files and other office objects
- Stooping/crouching, reaching/handling, bending at the waist, kneeling, reaching, handling, or crouching to retrieve and store materials
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen