

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR-FACILITIES/OPERATIONS

BASICFUNCTION:

Under the direction of the Deputy Superintendent-Administrative Services, plan, organize, coordinate and direct the District's maintenance, operations, facilities, and transportation functions; assure efficient and cost-effective departmental operations; supervise and evaluate the performance of assigned personnel.

Direct, manage and administer all phases of the facilities and construction division of the District. Administer State mandated programs including the Pesticide Management Program, storm water pollution prevention plan, assist with compliance of Williams Act; participate and provide statistics and recommendations as a member of the Facilities Committee; participate with an Ad Hoc Committee which provides oversight in the administration of construction bonds; coordinate site surveys for potential funding sources; District liaison with the City of Torrance and Public Works Department to resolve traffic, parking problems, citizen complaints.

REPRESENTATIVE DUTIES:

Organize, coordinate and direct activities related to the maintenance, operations, facilities, and transportation functions to assure economy, safety, effective communications, efficient use of equipment and supplies and appropriate appearance and condition of buildings, grounds and vehicles. **E**

Plan, organize and direct the District fleet of buses and vans in a safe and economical way; direct the maintenance of equipment and vehicles. **E**

Serve as the District's Designated Employer Representative (DER) for the random drug and alcohol testing program for compliance for Federal CPR Title 49, Part 40 and Part 382. **E**

Administer and direct bond measures of several million dollars as well as future bond measures. This includes directing/coordinating with program management, architectural firms, consultants. **E**

Provide direction and problem solving for several large construction contracts simultaneously. **E**

Analysis work performed by several contractors, sub contractors and tradesmen. **E**

Review all pay applications, invoices for construction projects for payment processing. **E**

Direct and review completion of State expenditure reports for construction projects to comply with funding requirements. **E**

Direct coordination meetings with Site Administration, District Administration, Maintenance & Operation Supervisors to review construction schedules, phasing, classroom allocation during construction, hazardous material removal. Coordinate with State agencies such as Department of Toxic Substance Control (DTSC), Department of Oil, Gas and Geothermal Resources (DOGGER) on environmental issues. **E**

Participate on District's behalf in contractual litigation, arbitration, and meet with legal counsel. **E**

Oversee bid process for new construction and modernization projects. **E**

Identify, plan, recommend and direct replacement plan for State-mandated nonconforming facilities. **E**

Conduct site surveys, statistics, cost analysis, needs assessment to assist with District exploration of alternative funding sources such as the Recreational Maintenance Improvement District Committees: Chair, District Emergency Preparedness Committee, Member, Facilities Committee, District Safety Committee. **E**

Acts as liaison with State and local agencies on a variety of facilities related issues. **E**

Confer with and direct maintenance, custodial, transportation and grounds keeping supervisory personnel regarding methods and procedures of work, compliance with Federal, State and Local agencies regarding transportation, supply and equipment requirements and operational problems and conflicts; assist with and solve existing problems and determine future requirements of personnel and materials; confer with school officials regarding departmental issues. **E**

Prepare and administer the departmental budget; monitor and control expenditures in accordance with established fiscal policies. **E**

Communicate with District and site administrators and personnel, regulatory agencies, architects, contractors, vendors and others concerning maintenance, operations and transportation services. **E**

Supervise and evaluate the performance of assigned personnel; schedule, assign and inspect work; analyze staffing requirements and make recommendations; schedule and arrange training as needed. **E**

Analyze, modify and modernize work methods and procedures to increase efficiency and cost-effectiveness. **E**

Develop and implement short and long-range plans and programs related to vehicle and equipment maintenance, emergency preparedness and hazardous waste disposal. **E**

Research, compile, analyze and interpret technical data related to large-scale maintenance and operations projects; estimate costs for labor and materials; assist as needed in preparing bid specifications. **E**

Assure compliance with a variety of health and safety regulations related to equipment operation, toxic waste and asbestos management. **E**

Analyze project plans and make recommendations concerning work to be performed by outside firms; research, select and approve the purchasing of equipment and supplies within established limitations. **E**

Attend, chair and conduct a variety of meetings, conferences and training sessions related to assigned functions. **E**

Assure the preparation and maintenance of required records, reports, files and lists as appropriate. **E**

Consult and advise in regard to alteration of existing structures; work with architects, school supervisors, and contractors on design and construction of school buildings to be remodeled, reviewing and assisting in making changes in plans and specifications. **E**

Maintain asbestos management plan and update as necessary. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Maintenance and operations requirements for a large, multi-site organization.
Site development, new construction methods
Site surveys, needs assessment.
Pesticide Management
Construction Management
Public bid process
State environmental regulations
CFR Title 49, Part 40 and Part 382-Department of Transportation Workplace Drug and Alcohol Testing Programs
Energy saving methods
School transportation operations involving the use of a large number and variety of automotive vehicles.
Methods, practices, equipment and supplies used in an automotive maintenance program.
Cleaning materials, solutions, equipment and tools.
Asbestos abatement procedures.
Codes, materials, techniques and costs related to construction and building maintenance.
Hazardous chemicals and waste disposal methods.
Deferred maintenance regulations, procedures and requirements.
Methods, practices, terminology and procedures used in the skilled trades.
Financial and statistical record-keeping techniques.
Budgeting methods and practices.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Applicable sections of State Education Code and other applicable laws.
District organization, operations, policies and objectives.
Principles and practices of administration, supervision and training.
Health and safety regulations.

ABILITY TO:

Plan, organize, coordinate and direct the care, cleaning and maintenance of District grounds, buildings and facilities.
Plan, organize, coordinate new and modernization facility construction.
Plan, organize, coordinate and direct the District's transportation program.
Develop and implement comprehensive cleaning, grounds and maintenance projects.
Analyze work methods, schedules, equipment and staffing levels to increase division efficiency.
Prepare, monitor and control the division budget.
Plan and organize work.
Train, supervise and evaluate personnel.
Maintain records and prepare reports.
Analyze situations accurately and adopt an effective course of action.
Work from blueprints, shop drawings and sketches.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Assure compliance with safety practices and various code requirements.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in engineering, business administration or related field and five years of increasingly responsible experience in building operations, maintenance or student transportation including experience in a supervisory capacity. Strong education background with emphasis on engineering practices, minimum five years experience of construction management in industrial, commercial, residential construction and site development is desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, outdoor, office and shop environment; subject to driving to conduct work; subject to noise from equipment operation.

PHYSICAL ABILITIES: Bending, pushing, moving, lifting objects weighing up to 25 pounds, standing and walking for extended periods of time, climbing, bending at the waist, climbing ladders and working at heights, and vision to observe needed repairs and safety issues.

HAZARDS: Working at heights on ladders or scaffolding, and working around and with machinery having moving parts.

REVISED: