



**TITLE: ASSISTANT DIRECTOR, FACILITIES PROJECTS**

**WORK YEAR: 12 Months**

**VACATION: 27 Days**

**REPORTS TO: Director, Facilities Planning & Development**

**BASIC FUNCTION:**

Under direction of the Director, Facilities Planning and Development, assist in the planning, and coordinating of activities relating to construction, remodeling, and reconstruction of facilities within the district; perform specialized tasks conducting a variety of studies and preparing related reports; provide support according to projects assigned; prepare project budgets; update the facilities master plan, and oversee the preparation of project planning, design development, and construction documents.

**REPRESENTATIVE DUTIES:**

- Assist the Director, Facilities Planning and Development in the preparation of capital facilities plans and budgets.
- Make recommendations to the Director, Facilities Planning and Development for architectural services; maintain contact with technical consultants and specialists on issues related to design and construction.
- Assist in conducting complex studies relating to demographics, building trends, economics, enrollment projections, and land values.
- Assists in development of recommendations for selections and purchase of new school sites and modifications to existing campus areas.
- Obtains survey, geological and environmental planning data in construction projects and provides liaison to architects in development of site needs and time schedules.
- Coordinate the development and evaluation of construction plans, coordinate activities of architects, contractors and building inspectors during the process of construction.
- Assure compliance with the Division of the State Architect specifications and requirements; serve as the District inspector on projects of limited scope as necessary
- Assists the Director in communicating project plans to the public.

- Assure Project compliance with State and Local Agencies, including but limited to: Office of Public School Construction, California Department of Education, and Department of Toxic Substances Control.
- Verify progress payment estimates and final payment; follows up on reported deficiencies and other complaints arising during construction or rehabilitation guarantee period.
- Assist with the supervision of work pertaining to the plans specifications and bid documents for remodeling, repairing, demolition, and improving buildings, sites and installations.
- Utilize project management systems, practices, methods and techniques to evaluate progress relative to plans, including but not limited to: AutoCAD, GIS, BIM, Excel, MS Project, etc.
- Perform other related functions as assigned.

**KNOWLEDGE AND ABILITIES:**

- Terminology, methods and practices used in architectural design.
- California building codes.
- Division of the State Architect requirements and specifications.
- State and local zoning regulations.
- Prepare enrollment projections.
- Project management and reporting systems and methods.
- Current methods of funding school facilities.
- Project Budgeting.
- Interpret Title 5 and Education Code related to school facilities
- CEQA, State and local environmental reporting.
- Constructability plan review.
- School Planning theory & methods
- School facilities construction and bidding process
- Effective design and construction safety practices, methods and materials of building construction and facilities management.

**ABILITY TO:**

- Assist in the design of efficient and safe facilities.
- Prepare and interpret a wide variety of maps, architectural drafting and drawings, and State, local and architectural laws, regulations and requirements.
- Interpret data from a variety of sources to extract necessary data in development of reports.
- Prepare reports to determine District eligibility for funding of facility projects.
- Establish and maintain effective working relations with coworkers, agency representatives and the general public.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in architecture, engineering, city planning, school planning, or a related field, five years of management experience in architecture, construction, engineering, school planning, or facilities management. Extensive work experience in multiple building trade areas.

**WORKING CONDITIONS:**

ENVIRONMENT:

Office environment.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information and make presentations.

Seeing to read and prepare plans, reports and related documents.