

DIRECTOR OF FACILITIES PROJECT EXECUTION	1633
DEPUTY DIRECTOR OF FACILITIES PROJECT EXECUTION	1637

DEFINITION

Directs the Facilities Services Division's Central Execution Branch in planning, budgeting, scheduling, funding applications, project cost controls, project reporting, and interdepartmental and interagency coordination of all new construction and existing facility modernization activities. The Deputy Director of Facilities Project Execution assists in the management of the branch and acts for the Director as required.

TYPICAL DUTIES

Provides general direction for project execution management staff in the Facilities Services Division. Advises and makes recommendations to the Chief Facilities Executive and other administrators regarding difficult technical administrative problems associated with building construction. Develops overall procedures and methods to ensure the best value for the District and deliver school construction projects on schedule and within budget. Directs and reviews construction claims and liaises with legal counsel on claims resolution. Reviews and revises estimation procedures for the development of project budgets. Coordinates the development of project budgets with the actual funding provided by State and local funds. Integrates uniform land acquisition and environmental procedures into project budgets and project schedules. Coordinates the procurement and delivery of school furniture and equipment. Ensures that construction project documentation, establishment of records, and preparations of required reports are in compliance with the law, government regulations, and district policies and rules. Develops and manages plans for the use or removal of relocatable housing. Responsible for the low voltage communications and alarm system installation. Participates in the development of meaningful management reports for District managers, Board of Education Committees, Bond Oversight Committees and other governmental entities. Represents the Facilities Services Division before the Board of Education and in interdivisional meetings and participates in the development of District plans for a wide variety of subjects. Plans and directs the training of project management staff. May act as the District's representative in negotiations with contractors. Interacts with outside private and governmental agencies on issues related to construction. Implements appropriate personnel procedures for both consultant and District project management staff that includes assigning staff, supervising staff activities, and evaluating staff performance. Makes presentations to governmental agencies to clarify and justify projects and methods relating to construction. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Facilities Project Execution provides administrative direction and oversees the activities of all of the staff in the Project Execution Branch. The Deputy Director of Facilities Project Execution assists in the daily administration of the branch, participates in planning, organizing, and directing branch functions, carries out particularly complex or sensitive projects, and acts for the Director as required.

The Chief Facilities Executive is the administrator responsible for the District's facilities construction and school utilization programs, the management of District properties, and the maintenance of building and grounds.

The Deputy Chief Facilities Executive assists in the overall administration and management of District facilities and acts for the Chief Facilities Executive in case of absence.

A Regional Construction Director provides managerial oversight to an assigned regional area and in conjunction with higher management, coordinates and implements new construction program related activities.

SUPERVISION

The Director of Facilities Project Execution receives administrative direction from the Chief Facilities Executive and the Deputy Chief Facilities Executive, and exercises administrative direction over lower level management personnel. The Deputy Director of Facilities Project Execution receives administrative direction from the Director of Facilities Project Execution and exercises administrative direction over lower level personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of organization, management and supervision
- Engineering theory and practices as related to the construction of major building structures
- Project/program planning and design process and management
- Alternative project delivery methods
- District standards and legal provisions governing school building construction
- Local and State building codes and safety regulations
- General characteristics and relative costs of methods of construction, architectural features, and building and room designs suitable for school uses
- Construction contract administration
- Principles of school facilities planning as related to classroom instruction, traffic flow, and economy of maintenance, growth and adaptability of multi-functional usage
- Principles of construction estimating and budget planning
- Principles of project management, project costs controls and related software applications
- Principles of contract law, mediation research, cost analysis, and accounting
- Principles of project scheduling
- Basic District personnel rules, regulations, practices and policies

Ability to:

- Plan, coordinate and provide leadership in complex activities related to new construction and existing facilities construction
- Maintain good relations with a variety of individuals and groups
- Make objective decisions
- Read architectural plans
- Estimate material and labor costs related to project budgets and construction methods
- Prepare clear concise reports and make recommendations
- Conduct meetings and make effective oral presentations
- Allocate staff appropriately
- Work effectively and with flexibility to accommodate shifting priorities
- Manage multiple priorities simultaneously
- Supervise and train staff in uniform policies and procedures
- Manage budgets within parameters established

Analyze and interpret technical materials accurately and effectively in written and oral communication

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in architecture, engineering, planning, facilities management, or construction management. Courses in business administration, public administration, construction contract law, public relations, accounting, school finance, personnel management, and communications are preferable. A graduate degree in any subject is preferred.

Experience:

Director of Facilities Project Execution:

Ten years of administrative experience managing, large programs or projects in construction value excess of \$200 million involving construction of new facilities, or the planning and coordinating of capital projects and/or facilities maintenance and/or operations. The following work experience is preferable:

- ▶ Experience utilizing Building Information Modeling (BIM)
- ▶ Experience in Leadership and Environmental Design (LEED) certified projects and/or the Collaborative For High Performing Schools (CHPS)
- ▶ Experience in Formal Construction Partnering
- ▶ Experience with public/private ventures in the construction industry
- ▶ Experience with DSA construction/design processes

Deputy Director of Facilities Project Execution

Eight years of executive or administrative experience managing large programs or projects in construction value excess of \$200 million involving construction of new facilities, or the planning and coordinating of capital projects and/or facilities maintenance and/or operations. The following work experience is preferable:

- ▶ Experience utilizing Building Information Modeling (BIM)
- ▶ Experience in Leadership and Environmental Design (LEED) certified projects and/or the Collaborative For High Performing Schools (CHPS)
- ▶ Experience in Formal Construction Partnering
- ▶ Experience with public/private ventures in the construction industry
- ▶ Experience with DSA construction/design processes

Special:

Any of the following is preferable:

A valid Certificate of Registration as a Professional Engineer by the California State Board for Professional Engineers and Land Surveyors, or;

A valid Certified Construction Manager (CCM) credential by the Construction Manager Certification Institute (CMCI), or;

A valid Certification of Project Management Professionals (PMPs) or Program Management Professionals (PgMPs) by the Project Management Institute, or;

A valid Certificate of Registration as a licensed architect by the California State Architects.

AND

A valid California Driver License.

Use of an automobile

SPECIAL NOTES:

1. Management class, exempt from bargaining units.
2. Exempt from FLSA.
3. Pending Senior management classifications.
4. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.
5. LEED Professional Accreditation by the Green Building Certification Institute (GBCI) is required within one year of employment.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised and title change from
Director of Facilities Construction and
Deputy Director of Facilities Construction
10-20-10
LKD