

CHIEF FACILITIES OFFICIAL (CFO)

DEFINITION

Under general administrative direction, plans, organizes, and administers the facilities, construction, maintenance and operations, transportation, and vehicle maintenance activities of the District; provides advice, consultation and assistance to the Superintendent on matters related to facilities and planning; plans, organizes, and directs the public safety and security activities of the District; and performs related work as required.

CLASS CHARACTERISTICS

Attendance at evening meetings and travel to meetings in and out of the District is required. Position is exempt from overtime.

LICENSES REQUIRED

Possession of a valid and appropriate California driver's license.

EXAMPLES OF DUTIES

Directs the preparation, implementation and review of all district facility plans such as Facilities Master Plan, Five-Year Deferred Maintenance Plan, the District Repair and Replacement Plan and other related documents, including compilation of required demographic, facility, and educational data. *E*

Plans and schedules conferences with school administrators, school staffs, architects, consultants, engineers, contractors, maintenance and operations staffs, state and local government officials, and the public regarding new construction, renovation, and demolition projects. *E*

Plans, organizes, and directs the work of construction, modernization, maintenance and operations, and facilities activities for the District. *E*

Reviews and monitors the administration of the student transportation program and the public safety program; may be designated as Chief of Police. *E*

Prepares agenda items and special reports for the Board of Trustees for departments, attending meetings to present background, develop recommendations, render advice, and receive direction. *E*

Prepares resolutions for the Board; represents the Board in discussions regarding facility and related issues. *E*

Prepares, reviews and signs, on behalf of the Board, a wide range of reports and documents. *E*

Administers, controls, and prepares the budget for the department; monitors income and expenditures for activities within the areas of responsibility. *E*

EXAMPLES OF DUTIES (cont.)

Directs the staffing, assignment, training, evaluation and discipline of employees within the assigned departments. *E*

Researches, plans, and promulgates procedures designed to comply with state, county, and city laws, ordinances, and regulations to ensure the physical health, well-being, and safety of students and staff in school buildings, adjacent facilities, and on school grounds. *E*

Participates in and facilitates staff and community meetings relative to solving problems and improving services including the Citizens Oversight Committee. *E*

Directs the preparation of emergency and disaster preparedness plans. *E*

Reviews and monitors the administration of a safety program within Cal-OSHA standards and other agencies. *E*

Maintains familiarity with provisions of Education Code, Penal Code, Municipal Codes, Health and Safety Code, Vehicle Code, FCC, and other regulations affecting facilities, transportation, public safety, and security. *E*

Directs actions necessary to provide for necessary rezoning, variances, easements, encroachments, permits, appraisals, rentals, and leases of land. *E*

Prepares reports and testifies on behalf of the District before local, state and federal planning, regulatory, and governmental agencies. *E*

Participates in and advises on the financial and operational aspects of labor contract negotiations. *E*

Establishes and facilitates committee and study groups. *E*

Prepares new and revised policies and regulations. *E*

Meets with members of the public and public officials on mutual problems, concerns, and projects. *E*

Prepares written and oral reports and correspondence. *E*

May serve on Superintendent's Cabinet and Council. *E*

Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles of modern public and business administration and management;
2. Principles, methods, materials, and equipment used in facilities planning, construction, maintenance, and operations specialties for buildings, grounds, and vehicles;
3. The planning functions of city, county, and state agencies;
4. Building codes, state regulations, and laws governing construction; use and repair of public school facilities;
5. Personal computer systems and software applicable to position;
6. Pertinent provisions of law, Penal Code, Vehicle Code, Education Code, Administrative Code, and District policy and regulations regarding public school safety and transportation systems including the operation of a school bus;
7. Advanced business math and basic statistics;
8. Objectives and operations of a school district;
9. Available sources, methods, and techniques for compiling and analyzing factual data; and
10. General principles of supervision, training, and personnel administration.

Ability to:

1. Plan, organize, coordinate, and direct a broad division management program to meet requirements of law, quality standards, and rigid deadlines;
2. Prepare and present clear and comprehensive oral and written reports appropriate to each audience including concise facility reports;
3. Read, interpret, and administer statutes, policies, and regulations concerned with the legal responsibility of the District;
4. Read, interpret, and work from drawings and blueprints;
5. Analyze problems, develop sound problem-solving models, and arrive at appropriate solutions to problems;
6. Estimate and organize material and labor costs;
7. Develop and maintain training programs, manuals, written emergency procedures, and other related materials;
8. Chair meetings, lead discussions, and elicit individual and group cooperation;
9. Develop and administer a large, decentralized budget;
10. Supervise, instruct, and train staff and assigned departments;
11. Proficiently use a PC, appropriate software, and calculator;
12. Operate a vehicle observing legal and defensive driving practices;
13. Understand and carry out complex oral and written instructions; and
14. Establish and maintain effective relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Varied and extensive professional level facility experience with emphasis on new construction, modernization, and maintenance and operations, including experience at a supervisory or managerial level to direct the work of other staff. Public sector or school district experience is preferred. Upper division or graduate course work in general business administration or supervision is desirable.

Incumbent must be willing and able to complete required course work to supervise public safety personnel if required.

WORKING CONDITIONS

Environment:

Indoor, outdoor, office, and shop environment, exposure to dust, fumes, and other items on the construction sites; subject to driving to conduct work; and variable hours.

Physical Abilities:

Hearing and speaking to exchange information and make presentations; walking to conduct inspections, sometimes over rough or uneven surfaces; bending at the waist; sitting or standing for extended periods of time; and dexterity of hands and fingers to operate standard office equipment.