



**JOB DESCRIPTION**  
**TULARE JOINT UNION HIGH SCHOOL DISTRICT**  
**426 North Blackstone, Tulare, CA 93274**



**Director of Facilities**  
Revised 5/15/14

**DEFINITION**

Under the direction of the Superintendent, the Director of Facilities oversees the development and implementation of the District's long term Facility Master Plan and also plans, implements, and supervises the daily systematic program of preventative maintenance and repair of all District facilities, grounds, transportation, and equipment within budgetary limitations.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS**

1. Oversees the development and implementation of the District's long term Facility Master Plan. *E*
2. Develops and implements a systematic program of preventive maintenance and upkeep of the District's facilities, grounds, and equipment. *E*
3. Prepares and submits applications for the State Facilities Funding Program. *E*
4. Supervises the construction, modernization, reconstruction, and relocation of new and existing schools and District facilities. *E*
5. Meets with district and community groups on matters related to facilities, maintenance, operations, and transportation. *E*
6. Consults and confers with architects, engineers, contractors, and other agencies regarding the construction or alteration of plans and specifications of school facilities and landscaped areas. *E*
7. Estimates construction and labor costs and prepares budget requests indicating priorities for work to be performed and verifies actual costs once work is completed. *E*
8. Oversees the preparation and presentation of studies and reports for the purpose of conveying information pertinent to decisions regarding resources and funding mechanisms for facility planning, new construction, modernization, and maintenance. *E*
9. Collects and analyzes data from various sources for the purpose of recommending site selection and land acquisition, school location, and facility design and construction. *E*
10. Regularly inspects work done for compliance with State Building Code and established standards. *E*
11. Supervises and evaluates assigned Maintenance, Operations, and Transportation personnel in the performance of their daily duties. *E*
12. Recommends the employment, assignment, discipline, and termination of MOT personnel. *E*
13. Supervises large scale repair work or unusual projects undertaken by District personnel. *E*
14. Provides regular updates to the Superintendent and the Board of Trustees regarding District facility and operational matters. *E*
15. Confers with District and site personnel to exchange information and resolve facility and/or maintenance issues and conflicts. *E*
16. Maintains up to date complete and accurate records and maps of all utility systems. *E*
17. Develops and administers the annual facilities and MOT budget. *E*
18. Oversees the District Warehouse and the accurate inventory of District equipment and supplies. *E*
19. Approves the purchase of necessary materials and equipment. *E*
20. Oversees the scheduling and use of school facilities by District and community organizations. *E*
21. In conjunction with City and County authorities, acts as the District coordinator for emergency preparedness and response, hazardous events, and general emergencies. *E*
22. Coordinate the Integrated Pest Management Program. *E*
23. Coordinate the preparation of Hazardous Materials Business Plans and the proper storage of hazardous materials. *E*
24. Implement a safety training program for MOT departments. *E*
25. Acts as the designated District Risk Manager. *E*
26. Manages the Developer Fee exemption process. *E*
27. Attends Governing Board, school, community, and related meetings as required. *E*
28. Perform other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education & Experience**

Bachelor's degree preferred

Five years of skilled experience in the construction, maintenance, transportation, and operations of a school district, military establishment, or industrial plant

### **Licenses and Other Requirements**

DOJ and FBI fingerprint clearance

Negative TB test within the last four years

Valid California Driver's License

### **Knowledge of**

1. Tools, materials, working practices, and methods of the building trades.
2. Ability to plan and supervise a comprehensive school facility, grounds, and maintenance program.
3. Ability to train and supervise personnel.
4. Ability to prepare estimates of the materials and labor cost of maintenance projects.
5. General terms, procedures, and practices used in the planning, design, construction, rehabilitation, remodeling, maintenance and operation of district facilities.
6. Requirements of California Education Code, and Building Code, and State agencies (DSA, OPSC, SAB, DIR) as they apply to the facility planning and construction process.
7. School facility funding sources and application submission procedures and requirements.
8. Effective public relations techniques and strategies.
9. Principles of management, organization, and administrative analysis.

### **Ability to**

1. Organize, direct, and supervise the work of others.
2. Establish and maintain cooperative and effective working relationships with others.
3. Read and interpret construction documents such as specifications and blueprints.
4. Understand and follow oral and written instructions.
5. Ability to plan, organize, and schedule work.
6. Communicate effectively both orally and in writing.
7. Supervise the construction, remodeling, or repair of structures.
8. Prepare and present oral and written reports.
9. Assist and provide direction to employees under supervision as it relates to personnel issues and concerns.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

### **Environment**

1. Indoor office environment and outside construction site environment.
2. Driving a vehicle to conduct work.
3. Work in direct contact with public, students, and other District staff.

### **Physical Demands**

1. Verbal, auditory, and written capabilities to effectively communicate and make presentations.
2. Clarity of vision at varying distances to read and prepare plans, reports, and related documents.
3. Lifting, carrying, pulling, and pushing object(s) weighing up to 100 pounds.
4. Reaching overhead, horizontally and above the shoulders.
5. Moderate to high levels of stress.