

VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: Assistant Director - Facilities, Maintenance and Operations

BASIC FUNCTION:

Under the direction of the Director – Facilities, Maintenance and Operations, assists with maintaining, updating, and implementing the Ventura County Office of Education (VCOE) Master Plan for construction and modernization and assists with overseeing aspects of facility planning, design, construction, and modernization; assists with coordinating inspections, consults with contractors working on construction projects, and represents VCOE in such matters; performs management duties including assisting with budget development and monitoring, policy maintenance, public relations, employee supervision and management, and special project analysis.

ESSENTIAL / REPRESENTATIVE DUTIES:

Assists the Director with providing administrative oversight, planning, implementing, organizing, and directing the work of the Facilities Department for VCOE's facility renovation, modernization, and new construction programs, including assisting with analyzing needs and recommending building programs and priorities.

Assists with directing the design, development, and analysis of school building construction and modernization projects including assisting with implementing quality control for validating construction cost value engineering, constructability of construction modernization projects, bid alternatives, and bid analysis.

Assists with coordinating activities associated with the construction of new schools, modernization, and additions to existing schools, renovation of and improvements to existing structures and temporary classroom buildings, moving and demolition of buildings, use of existing facilities, facilities/construction emergencies, and assists with other matters related to school facilities.

Provides technical expertise to the Director regarding assigned functions and participates in the formulation of and recommends policies, procedures, and programs.

Assists with directing the selection of and monitoring the work of construction management and project management teams, architects, engineers, contractors, vendors, inspectors, and others to monitor status, quality, and adequacy of a variety of projects.

Assists with ensuring that modernization and construction project planning, drawings, and specifications are coordinated with and reviewed by Risk Management, Technology, Maintenance, Internal Business and other appropriate departments and site personnel to conform with VCOE's standards.

Reviews and recommends appropriate actions to the Director regarding constructability reviews, Request for Information (RFI), change order processing, submittal processing, and project scheduling; coordinates district's construction program procurement documents (administer American Institute of Architects (AIA) contracts, general conditions, supplementary conditions, etc.); writes specifications and works with engineers and architects to secure bids for outside contracts; confers with the Purchasing and Warehouse in the development of public works contract bids.

Assists and coordinates with other departments in developing VCOE standards.

Assists with preparing school construction funding applications per the Office of Public School Construction (OPSC) and monitoring compliance with OPSC's School Facilities Program (SFP) guidelines; assists with developing and maintaining up to date comprehensive inventory and control of all record drawings for VCOE.

Assists employees and contractors in the planning of projects and ensures work products conformity with code regulations, VCOE standards, and adherence to design drawings.

Assists with assuring compliance by contractors with construction documents and specifications, approval, and reporting of completed punch list(s), approval of progress payments, and completion and closeout documentation, ensuring Division of State Architect (DSA) close of file and certification of related projects and protection of community investment.

Supervises the maintenance of construction and modernization project records.

Assists with coordinating the estimates of costs of building and renovation projects in cooperation with technical personnel; assists with monitoring costs of construction projects for budget containment.

Assists the Director in matters related to budget, cost estimates, and cash flow related to implementing the priorities of VCOE's facility master plan.

Attends meetings to maintain current knowledge of legislation, legal codes, and requirements; coordinates with VCOE's legal team as needed.

Interviews and provides recommendations to the Director on selections; trains, evaluates, motivates, counsels, and disciplines employees.

Assists with the preparation of reports, conducts meetings, and makes presentations to school sites, community and governmental meetings, and other stakeholders.

Assists with overseeing VCOE's facilities reservation and rental program.

Assists with overseeing VCOE's energy conservation program.

May be required on occasion to perform any of the duties of the Director in their absence.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES, AND SKILLS:

KNOWLEDGE OF:

Operations, services and activities of a comprehensive facilities, maintenance, and operations program and its requirements for a multi-site organization;

Basic concepts and principles of school site acquisition, architecture, planning and construction;

Research techniques including planning of studies and investigations, determination of variables and development of source data;

Standard construction methods, terminology, materials, equipment and practices;

Management skills to analyze programs, policies and operational needs;

Current energy conservation products, technologies and cost saving strategies;

Modern cleaning products and practices;
Public Contract Code and bidding regulations;
Contract administration and supervision of contract services;
Principles and practices of program development and administration;
Project costs analysis and budget preparation, principles and administration;
Surveying, right-of-way and easement requirements;
Standard drafting practices, procedures and conventions;
Principles of supervision, training and performance evaluation;
Safety practices and procedures including OSHA (Occupational Safety and Health Administration) and CalOSHA regulations;
Laws and regulations relating to the broad area of California public school construction in compliance with the Division of State Architect (DSA) and maintenance of Facilities;
Knowledge of technical aspects of field of specialty;
Some understanding of operations, policies, and objectives relating to personnel activities;
Common office clerical terminology, skills, and practices;
Record-keeping techniques, filing systems and information management;
Interpersonal skills using tact, patience, and courtesy;
Word processing, database, graphics, and other software applications used by the department or VCOE;
Telephone techniques and etiquette;
Oral and written communication skills;
Basic research methods; and
Basic principles of training and providing work direction.

ABILITY TO:

Plan, organize, direct and coordinate the work of Facilities, Maintenance and Operations;
Select, supervise, train and evaluate staff;
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
Inspect land, buildings, and facilities to determine the work needed to construct, repair, refurbish or renovate them and to prevent hazards to children and personnel;
Establish procedures, monitor, and evaluate for efficiency and effectiveness of department services;
Identify opportunities for improvement and direct the implementation of changes;
Read and interpret multi-discipline design drawings/sketches and specification;
Perform complex mathematical computations;
Prepare, administer and monitor budgets;
Assign, prioritize, and monitor work assignments;
Lead, empower, train, supervise and provide input into the evaluation of personnel;
Exercise tact, patience, compassion and courtesy in working with people;
Communicate technical issues orally and in writing to users, management and peers;
Keep up to date on new and emerging technologies;
Read, understand and integrate new concepts and ideas;
Interpret, apply, explain, and enforce rules, regulations, policies and procedures;
Maintain current knowledge of program rules, regulations, requirements, and restrictions;
Facilitate meetings effectively;
Work with groups of people with divergent viewpoints and resolve conflicts to achieve consensus;
Demonstrate highest standards of integrity, honesty, ethics, confidentiality, and professionalism;
Analyze situations accurately and adopt an effective course of action;

Prioritize and schedule work to meet timelines;
Work independently with little direction;
Prepare comprehensive narrative and statistical reports;
Prepare and deliver oral presentations effectively and adapt to audience needs;
Utilize technology for the administration of budgets and reports, communicate effectively and present materials and information to others;
Learn software and programs used by VCOE;
Understand and resolve issues, complaints or problems;
Answer telephones and greet visitors and the public courteously;
Learn terminology of program or department;
Use proper English and make arithmetic calculations rapidly and accurately;
Communicate effectively both orally and in writing;
Compose correspondence and written materials independently;
Plan and organize work;
Understand and follow oral and written directions;
Establish and maintain cooperative and effective working relationships with others;
Perform duties effectively with interruptions;
Operate office machines, including computer equipment and specified software; and
Work independently and confidentially with discretion; and
Follow good health and safety principles and practices.

EDUCATION AND EXPERIENCE:

Bachelor's Degree in planning, public administration, engineering, architecture, business administration or related field **and** three (3) years of increasingly responsible experience in the construction, maintenance operations and repair of buildings in a multi-site environment, including **at least two (2)** years of supervisory experience involving school and/or County Office maintenance, operations, and construction.

LICENSES AND OTHER REQUIREMENTS:

Requires a valid California driver's license.

Must be, and remain, insurable under the VCOE's vehicle driver's insurance policy at the standard rate.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 40 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces and climb ladders.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable period; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Employees typically work in an office environment, field environment, construction building site, and driving a vehicle from site to site that is fast paced with high pressure. Subject to driving your personal automobile to conduct work.

Hazard

Working around and with machinery having moving parts. Walking over rough and uneven surfaces or climbing ladders. Should an applicant require reasonable accommodation, the Ventura County of Education will consider that upon request.

SUPERINTENDENT POLICY NO. 4030

VCOE shall not unlawfully discriminate against or tolerate the harassment of employees or job applicants on the basis of their sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, pregnancy, physical or mental disability, medical condition, Vietnam era veteran status, or actual or perceived sexual orientation. Equal employment opportunity shall be provided to all employees and applicants. Physically or mentally disabled employees or applicants may request reasonable accommodation. All employees are expected to carry out their responsibilities in a manner that is free from discriminatory statements or conduct. Employees who permit or engage in discrimination or harassment may be subject to disciplinary action up to and including dismissal.