

Culver City Unified School District is committed to centering diversity, equity, and inclusion, not only in our educational practices - but as a fundamental key to our hiring processes. Successful candidates will demonstrate an ability to work with all constituents and possess proven commitment to and experience in working in a diverse, multicultural environment.

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: EXECUTIVE DIRECTOR OF FACILITIES, MANAGEMENT AND CONSTRUCTION

BASIC FUNCTION:

Under the supervision of the Assistant Superintendent of Business Services, the Executive Director of Facilities, Management and Construction shall plan, organize and supervise the district's facilities and safety programs and will serve as one of the district's safety officers for all projects that are funded fully or in part through bonds or grants. This includes being responsible for supervising and coordinating all district facility improvement projects, including new construction and modernization projects. Serves as the District's Representative at construction meetings. Leads the design and planning of construction and modernization projects and is responsible for coordinating change orders with the construction manager, architect, and contractor. Assists in the development of project and construction budgets and monitoring of project and construction budgets as the project is undertaken. Responsible for supervising and evaluating the facilities department personnel and individual project supervisors.

DISTINGUISHING CHARACTERISTICS:

The Executive Director of Facilities, Management and Construction identifies goals/objectives, determines cost feasibility of projects, and establishes priorities, authorizes procedures, proposes budgets, etc. and has considerable impact on school operations. The manager will possess extensive management skills, knowledge, abilities, and traits as well as have a thorough understanding of the construction and planning fields.

The incumbent will establish a work environment where all employees are welcome, celebrated and challenged to be their best in all endeavors.

Accessibility, visibility and a belief in the value of open, clear communication and process will be among the chief virtues of the incumbent.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES:

Prepares and is responsible for departmental budget.

Prepares or obtains estimated costs for various construction projects throughout the District.

Prepares project/construction budgets using estimated costs and constantly monitors costs to stay within the budget limitations.

Oversees the management of district -wide facility improvements, renovations, modernization, and new construction projects during planning, design, bid, construction, closeout, and certification related to facility improvement funding.

Confers with subordinates on methods and procedures for work, supply, and equipment requirements.

Arranges and conducts in-service training and orientation programs as required.

Helps plan and develop procedures for a maintenance program for facilities and equipment.

Establishes priorities and prepares paperwork to participate in State Deferred Maintenance Program.

Reviews requisitions for construction materials to be purchased.

Is responsible for safe conditions of buildings and grounds.

Upon acceptance by district, reviews operational requirements of construction projects with staff and maintenance personnel.

Performs liaison functions with contractors, architects, and inspectors on construction projects.

Evaluates long-term needs in relation to major projects and property improvements and develops a five (5) year plan. Administers planning and development of district-wide and site-by-site plans for facility needs. Collaborate with administrators in evaluating existing facilities and developing the District's Long Range Facilities Master Plan.

Assists in the selection of project architects, engineers, and consultants for assigned projects, and the negotiation of appropriate fees, and recommend approval of contracts. Participates in pre-construction planning conferences, job walks, etc.

Supervises inspection of new building construction and renovation projects.

Visits construction projects to assure that plans, specifications, codes, and regulations are being observed and followed. Responsible for monitoring the completion of district construction and modernization projects to ensure that projects are completed per project specifications.

Supervises a quality control program for materials used in new construction.

Reviews and approves, for payment, bills submitted by building contractors, testing laboratories, consulting engineers, and surveying firms.

Receives and maintains insurance policies secured by contractors and verifies appropriate coverage for public liability, property damage, fire, and workmen's compensation.

Investigates reports of faulty workmanship or materials in new construction and takes appropriate action under the terms of the guarantee.

Monitors progress of each contractor and inspects all work for proper workmanship consistent with the contracts documents.

Prepares specifications and assembles bid documents as required on all projects that are routed through the public bid process.

Oversees preparation of bid packages for release.

Analyzes bids received from contractors and makes recommendations, after a thorough review.

Makes recommendations on time extension request and assessment of liquidated damages.

Develops requests for proposal for obtaining professional services for various construction projects.

Arranges and conducts meetings with appropriate District, City, State, and outside agencies to promote good communications regarding construction planning, progress, and funding.

Checks and evaluates drawings and specifications submitted by architects, engineers, and contractors making the necessary corrections, consistent with standards established by the Board of Trustees.

Prepares status reports on various projects and makes public presentations to the Board of Trustees as required.

Analyzes alternate construction methods.

Works closely with architects and engineers on projects.

Assures on time project completion within budget limits.

Suggests appropriate building systems, standardized components and construction methods.

Coordinates construction projects with the Maintenance Operations and Transportation Director and Departments.

Develops workflow schedule to accommodate design and construction schedule.

Assists in the preparation of contract documents.

Secure Department of State Architect (DSA) permits as required.

Familiarizes all concerned with schedule requirements, shop drawings, correspondence, quality control tests, job safety, site security and payment procedures.

Coordinates drawing/design with procurement/contracting.

Provides advice, support, and assistance by interpreting policies and procedures to appropriate staff.

Establishes facility project goals and objectives for the Business division.

Serves as an integral consultant to the superintendent, assistant superintendents, directors, and managers on Facility Services matters.

Coordinates the development of small problem-solving groups for individual projects and serves as a facilitator for these groups in achieving organizational goals; facilitates the identification and resolution of organizational problems.

Work directly with people from diverse racial, ethnic, and socioeconomic backgrounds.

Work with populations with multiple abilities.

Commitment to implementing and maintaining best practices in equity, social justice, culturally relevant and restorative pedagogies and practices.

OTHER DUTIES:

Performs other tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Working knowledge of modern and complex principals; and practices used in planning, construction, and the maintenance of facilities.

Knowledge of state laws relating to construction, labor relations, and fiscal controls/budgetary guidelines of public bid construction.

Knowledge of the Uniform Building Code, Uniform Plumbing Code, national Electrical Code, Uniform Fire Code, Uniform Mechanical Code, Occupational Safety and Health Administration (OSHA) General Industry Safety Orders, Architectural Barrier Laws, Title 24 and other related codes.

Proper record keeping, cost analysis and work procedures.

Principals, methods, techniques and strategies pertaining to comprehensive facilities planning, construction and modernization programs.

Evidence of leadership in the areas of equity, social justice, cultural relevance, and restorative practices.

Excellent written and verbal communication skills, particularly across cultural groups.

ABILITY TO:

Plan, organize, and administer a comprehensive facility planning/construction program.

Must be able to operate PC.

Make decisions with little supervision relating to capital improvement projects; assist other internally and externally with decisions relating to capital improvements projects; and establish a meet milestone dates for the department to assure overall goals and objectives of the department are met.

Work with all constituents and possess proven commitment to and experience in working in a diverse, multicultural environment.

EDUCATION AND EXPERIENCE:

Bachelor's degree-(Engineering, Construction Management or related field preferred); Master's degree in related field desirable.

Ten years of progressively responsible experience, including three years' experience in directing a multi-site facilities program of a school district, or equivalent organization; or any equivalent combination of training and experience, which provides the required knowledge, skills and abilities to perform the principle functions of the position.

Experience with diversity, equity, justice and inclusion preferred.

DESIRABLE ABILITIES

Basic knowledge of word processing and spreadsheets.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license.

Must maintain a safe driving record.

Must be insurable by the District's liability insurance carrier.

Valid Contractor's License desirable

WORKING CONDITIONS:

ENVIRONMENT:

Office environment and construction sites.

PHYSICAL DEMANDS:

Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, and facsimile machines, etc.

Must be physically able to operate a motor vehicle.

Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Light work usually requires walking or standing to a significant degree.

Hearing and speaking to exchange information and make presentations.

Seeing to inspect various projects.

Dexterity of hands and fingers to operate a computer keyboard.
Walking during inspections and construction visits.
Sitting or standing for extended periods.

HAZARDS:

Working around and with machinery having moving parts.
Exposure to hazardous materials and chemicals.