



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
 POSITION DESCRIPTION**

TITLE:	<b>Executive Director, Facilities, Maintenance &amp; Operations</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>Maintenance Department</b>	CLASSIFICATION:	<b>Classified Management</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2000 8 hours per day or duty days/hours as assigned</b>
APPROVED: Commission Board	<b>11/17/14 and 11/18/14 01/28/15</b>	SALARY GRADE:	<b>Schedule: 52 Range: 94</b>

**BASIC FUNCTION:**

Plan, organize, control and direct the facilities, maintenance and operations services of the Berkeley Unified School District; manage the grounds, custodial, skilled maintenance, District Security and other functions for the District; create and participate in various construction planning and development activities related to the preparation, acquirement, development and disbursement of bonds and parcel funds; plan, organize, control and direct; supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:****ESSENTIAL DUTIES:**

- Plan, organize, control and direct the facilities, maintenance and operations services of the Berkeley Unified School District; manage the grounds, custodial, skilled maintenance, District Security and other functions for the District
- Direct facility construction and renovation projects; schedule projects; coordinate opening, closing and moving procedures; conduct facility forecasting and budgeting activities; make recommendations and provide estimated square footage costs on new construction and renovation projects; determine if renovation or new construction is needed for facilities; investigate potential sites for construction of facilities; develop and implement specifications for building components and material
- Plan, organize, control and direct Facilities Maintenance and Operations services and activities including the inspection, cleaning, construction, maintenance and repair of District buildings, facilities, grounds and equipment; establish and maintain Department time lines and priorities; assure related activities comply with established laws, codes, rules, regulations, ordinances, policies and procedures
- Direct and coordinate Facilities Maintenance and Operations communications, information, services, projects and activities between District personnel, administrators, departments, community groups, Board members, outside organizations, the public, and various local, State and federal agencies; prepare and deliver presentations to the Board and community groups as necessary
- Coordinate, direct and participate in the development of funding sources to assure adequate funding for bond-funded and parcel tax programs and projects; establish and maintain contact with existing and potential funding sources; provide information concerning grant-funded projects and programs; identify and secure alternative funding to support goals and objectives

- Direct and participate in prioritizing and coordinating response to work orders and scheduling, developing and implementing installation, maintenance, repair, custodial, and other Department projects and activities
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide or coordinate staff training
- Direct, monitor and evaluate bond-funded programs and projects to assure proper disbursement of bond and parcel tax funds; review program and project expenditures for compliance with budget projections and allocations; initiate budget transfers to meet program and project needs according to established guidelines and procedures as appropriate
- Plan, organize, control and direct activities to assure facilities are cleaned and maintained in a safe, clean, secure and orderly; coordinate, direct and participate in the inspection of District buildings, grounds and facilities to identify maintenance and repair needs; assure proper and timely repair of utility, equipment and system malfunctions; direct preventative maintenance functions; coordinate and direct response to emergency custodial, grounds and maintenance needs
- Plan, organize, control and direct construction, reconstruction, alteration projects, relocation of school buildings and facilities and other capital outlay projects; direct and coordinate the selection process of consultants, architects, testing labs, inspectors, and others according to established rules and regulations
- Provide leadership in the development and administration of District-wide facilities, maintenance and operations master planning; develop and implement Facilities Maintenance and Operations programs, services, standards, goals, objectives, and plans
- Provide technical expertise, information and assistance to the administrator regarding assigned functions; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment
- Develop and prepare the annual preliminary budget for the Facilities Maintenance and Operations Department and grant funded programs; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; obtain State funding for construction and maintain current knowledge of laws required in the application process
- Review plans, inspect construction projects, conduct investigations and provide recommendations related to planning, design, construction, order changes, design modifications and contract administration to assure compliance with established rules, regulations, guidelines and procedures
- Coordinate, direct and participate in the research, assembly and compiling of a variety of technical information related to construction methods and project designs for assigned department projects and activities; oversee and participate in the preparation and distribution of correspondence, fiscal documents, project plans and informational materials related to assigned department activities
- Plan, organize and implement long and short-term programs and activities designed to enhance groundskeeping, maintenance and custodial programs and services; receive and review requests for alterations, remodeling and other projects
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; present various records, reports, proposals, progress reports and other related presentations to the Board, community groups and others; contact attorneys and make recommendations to the Superintendent and Board concerning construction legal matters

- Develop and prepare the annual preliminary budget for the Facilities Maintenance and Operations Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations
- Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned
- Maintain current knowledge of environmental issues and State and federal laws and serve as the California Environmental Quality Act (CEQA) representative for the District; review and enforce environmental, State and federal laws related to the CEQA
- Attend and conduct a variety of meetings as assigned; assure compliance with The Brown Act meetings as required by Proposition 39 Bond and as required by the maintenance parcel tax

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of facilities activities and operations

Building codes related to facilities, construction and renovation

Planning, organization and direction of maintenance and operations activities including the inspection, cleaning, construction, maintenance and repair of District buildings, facilities, grounds and equipment

Proper methods, techniques, materials, tools and equipment used in cleaning, grounds maintenance, facilities planning, construction, maintenance and repair activities

Applicable building codes, ordinances, requirements, regulations and safety precautions

Requirements of maintaining buildings, facilities, grounds and equipment in a safe, clean and orderly condition

Practices, procedures, standards and techniques used in construction planning and implementation

State School Construction Program and State Contract Compliance laws and regulations

California Environmental Quality Act (CEQA)

Health and safety regulations and procedures

Applicable laws, codes, rules, regulations, policies and procedures

Operation of a computer and assigned software

Architectural and engineering plans and specifications

District and Department organization, operations, policies and objectives

Budget preparation and control

Principles and practices of administration, supervision and training

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

**ABILITY TO:**

Plan, organize and administer the operations and services of the Facilities, Maintenance and Operations Department

Direct the State deferred maintenance plan and monitoring of expenditures for the program

Participate in the development of policies and procedures to assure an economical, safe and efficient work environment

Plan, organize, control and direct maintenance and operations activities including the inspection, cleaning, construction, maintenance and repair of District buildings, facilities, grounds and equipment

Coordinate and direct communications, personnel, projects, and management functions, to meet District needs and assure smooth and efficient Department activities

Maintain current knowledge of environmental issues and State and federal laws and serve as the California Environmental Quality Act (CEQA)

Supervise and evaluate the performance of assigned personnel

Direct and participate in prioritizing and coordinating response to work orders and scheduling, developing and implementing Department projects and activities

Inspect projects for accuracy, completeness and compliance with established standards, requirements and procedures

Participate in the design, development and implementation of construction and renovation projects

Communicate effectively both orally and in writing

Interpret, apply and explain rules, regulations, policies and procedures

Establish and maintain cooperative and effective working relationships with others

Operate a computer and assigned office equipment

Analyze situations accurately and adopt an effective course of action

Meet schedules and time lines

Work independently with little direction

Prepare comprehensive narrative and statistical reports

Direct the maintenance of a variety of reports, records and files related to assigned activities

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in architecture, engineering, construction management or related field and five years increasingly responsible experience in the administration of construction projects including three years increasingly responsible experience in the administration of a maintenance and operations department at the manager-level

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license, use of personal vehicle, and proof of insurance

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment

Driving a vehicle to conduct work