

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved:
Classified Management Salary Schedule: 261; Row 5

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: **FACILITIES SUPERVISOR**

JOB PURPOSE STATEMENT: Under the supervision of the Director of Facilities, the Facilities Supervisor will supervise and oversee the completion of district-wide facility projects to include new construction, modernization, expansion, and renovation and other related duties as required.

JOB FUNCTIONS:

The Facilities Supervisor provides school site and District-wide duties in the following areas:

- Assists in the organization, coordination, direction, and supervision of district facilities projects.
- Attends project meetings and maintains appropriate records related to construction projects and facilities planning.
- Inspects and documents work by contractors, construction managers, testing and inspection labs and DSA Inspectors.
- Assists in the preparation and evaluation of project schedules, scope, and budgets.
- Communicates with vendors, contractors, engineers, and inspectors regarding facilities projects.
- Coordinates construction activities, materials, specifications, and scheduling for Facilities Projects.
- Maintains an effective working relationship with contractors, architects, construction managers, inspectors and District staff.
- Provides input in determining the best methods of construction, needed equipment, materials, and supplies for district projects.

JOB FUNCTIONS - continued:

- Assists in the preparation of written materials for use in bid advertisements, pre-bid job walks and pre-construction meetings.
- Reads and interprets project documents such as architectural drawings and specification.
- Assists in the review of plans and specifications prior to bidding projects.
- Serves as a liaison, coordinates activities between the District and engineers, architects, contractors, planners, building inspectors, and various agencies.
- Serves as a project manager and district representative, coordinating the planning, construction, and renovation of district facilities.
- Works to ensure projects are coordinated with appropriate staff.
- Review change orders and recommends approval or denial.
- Assists in the preparation of notices of completion; provides technical support on contractor claims and disputes.
- Coordinate project close-out activities including financial records, receiving project closeout documents and contractor payment records.
- Coordinates project warranty repairs, maintains warranty records to include repairs and warranty timelines.
- Assists in reviewing requests for school site improvements and building Modifications and renovations.
- Works collaboratively with school sites during construction activities to include written and verbal communications related to construction activities.
- Prepares cost estimates for projects to include material, equipment and labor and all items necessary for project completion.
- Ensures construction projects are carried out in a safe manner.
- Performs other related duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES:

- Construction techniques and procedures, administration, bidding, and labor compliance regulations
- Techniques in construction project planning and development
- Techniques of management and staff development
- Effective communication skills
- Principles of organization and management
- Interpretation of legislation and development of policies related to facilities development
- Preparation of financial plans and budgets, estimation of construction and repair costs
- Administration and management of facilities funding sources and the ability to provide input on budgets and facilities accounting.

SKILLS, KNOWLEDGE AND ABILITIES - continued:

- Knowledge in the preparation of plans and specifications for contract work
- Interpretation of plans and specifications
- Communication with individuals and groups effectively including preparation of written and oral reports
- Establishment and maintenance of positive working relationships with staff, architects, contractors, inspectors, and appropriate city, county, state, governmental and other agencies
- Demonstration of good judgment and good problem solving skills
- Organization of tasks, setting of priorities, and meeting deadlines
- Management of multiple tasks.
- Direction, supervision & instruction of others.
- Presentation of a positive image of the school district to the public.
- Demonstrate willingness to participate, when necessary, in any phase of operations.
- Knowledge of safe work practices and procedures.

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend, and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- Equivalent to graduation from college with a major in business administration or a related field; additional qualifying experience may be substituted for the education required on a year-for-year basis

Experience:

- Any combination of experience, training and/or education to demonstrate proficiency in the knowledge and abilities listed is required

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Licenses, Certifications, Bonding, and/or Testing:

- TB Clearance
- Drug/Alcohol Clearance
- Valid Driver's License with acceptable safe driving record
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Classified Management Position