

EAST SIDE UNION HIGH SCHOOL DISTRICT

JOB TITLE: ASSISTANT DIRECTOR OF CONSTRUCTION/FACILITIES

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under the direction of the Director of Construction/Facilities, assists in the planning, organizing, implementing, and directing of activities and operations for the Construction/Facilities Department. Assists in coordinating proposed facilities with faculty, staff and architects, and assists with maintaining the District construction plan; assists with coordinating facility plans and proposals and documentation with local State and Federal agencies; assists with preparing and submitting applications to the state for relocatable construction, reconstruction and new construction; and will assist with repairing and maintaining the District's 5-year Facility Master Plan and perform other duties as required. Employees in this classification assign, schedule, direct, supervise, and evaluate the work of others.

SUPERVISOR: Director of Construction/Facilities

TYPICAL DUTIES

Assists in coordinating the planning of proposed facilities with faculty, staff and District architects from preliminary phases to working drawings stage through construction to project completion;

Assists with recommending construction department budgets, construction budgets, verifying construction payments, and processing change orders;

Assists in supervising work of District building inspectors and outside consultants;

Assists in reviewing cost estimates submitted by outside contractors;

Assists in coordinating construction with maintenance and operations and other Divisions as impacted;

Assists with checking initial cost estimates with actual costs when work is completed;

Assist with obtaining reimbursement monies from the State's ERP Program;

Compile and organize information for preparation of special reports as assigned;

Other duties assigned by the Director of Construction/Facilities and/or Assistant Superintendent of Operations.

EMPLOYMENT STANDARDS

Knowledge of:

- Education specifications and objectives
- California facilities planning forms, standards and operating procedures
- Office of Public School Construction
- Division of the State Architect
- State Allocation Board
- State of California Deferred Maintenance Program
- Williams Act and Emergency Repair Program

Ability to:

- Establish and maintain cooperative working relations with others
- Assist with implementing effective facilities planning activities
- Communicate effectively in both written and verbal form
- Prepare, present and interpret factual data and conclusions in written, graphic and oral form
- Assist in investigating and analyzing administrative problems and make recommendations

MINIMUM QUALIFICATIONS

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and these abilities would be:

- Five (5) years of experience in facilities planning and construction dealing with faculty, staff, architects and local, State, and Federal agencies.
- Associate of Arts degree required
- BA/BS preferred
- MA. preferred
- Valid California Driver's License

Board Approved: 11/16/06