

VISTA UNIFIED SCHOOL DISTRICT

DIRECTOR OF CONSTRUCTION

Purpose Statement

The purpose of a Director of Construction is to plan, manage, and organize capital facility projects; provide information and serve as a resource to others; achieve defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; serve as a member of the leadership team.

This job reports to the Executive Director of Facilities, Maintenance, and Operations.

Essential Functions

- Attends and participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with internal and external personnel for the purpose of conveying and/or gathering information required to perform job functions, implementing and maintaining services, and providing information and/or direction regarding capital facility projects.
- Communicates with administrators, staff, outside organizations, parents and community members for the purpose of implementing and maintaining services and programs, coordinating activities, resolving issues and conflicts, and exchanging information.
- Coordinates capital facility projects (e.g., develops project scope, prepares plans, budgets, and pre-construction services, coordinates schedules, ensures compliance, etc.) for the purpose of completing projects in compliance with regulatory requirements, budgetary requirements, and established guidelines.
- Coordinates construction and modernization projects (e.g., coordinates consultants, vendors, and inspectors, prepares and implements contracts, performs inspections and evaluation of services, serves as liaison between District and outside agencies regarding projects, etc.) for the purpose of completing projects according to established timelines and ensuring compliance with contracts and regulatory requirements.
- Coordinates with supervisor for the purpose of maximizing the efficiency of the workforce, providing assistance with administrative functions, and assisting in the achievement of department, program, and district goals.
- Facilitates meetings and workshops for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Implements activities and/or projects for the purpose of delivering services in compliance with regulatory requirements and established guidelines.
- Monitors budget allocations, expenditures, fund balances, and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits, and fiscal practices are followed.
- Participates in the development of the District's short and long-range plans for facilities and maintenance for the purpose of recommending prioritization of resources.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.
- Prepares a wide variety of manual and electronic documents, files, records, and reports relating to the district's capital facilities (e.g., requests for proposal, requests for qualification, contracts, schedules, budgets, plans, etc.) for the purpose of documenting activities and issues, meeting

compliance requirements, providing audit references, and providing supporting materials for requested actions.

- Researches a variety of topics for the purpose of developing new programs/services, ensuring program compliance with established requirements, securing general information and/or responding to requests.
- Responds to a variety of inquiries for the purpose of providing information, recommending or implementing a plan of action, and/or resolving issues.
- Responds to emergency situations for the purpose of addressing immediate safety concerns.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, highly technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices;
- applying job-related codes, regulations and laws;
- analyzing budgets;
- analyzing data;
- estimating required resources;
- handling hazardous materials;
- interpersonal skills using tact, patience, and courtesy;
- operating standard office equipment including using pertinent software applications and office technology;
- planning and managing projects;
- preparing and maintaining accurate records;
- using Microsoft Office software applications and Google based platforms.

KNOWLEDGE is required to utilize theoretical mathematical concepts; review and interpret highly technical information, write technical materials, speak persuasively to implement desired actions; present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- building and construction practices;
- business telephone and email etiquette;
- community resources;
- concepts of grammar, spelling, and punctuation;
- contract development and administration;
- health and safety regulations;
- interviewing techniques and practices;
- interpersonal skills using tact, patience, and courtesy;
- job-related codes/laws/rules/regulations/policies;
- keyboarding;
- methods of forecasting and cost control;
- methods of organizing, scheduling, and prioritizing workloads;
- methods of training;

- methods, procedures, tools, equipment, and regulations relating to construction, maintenance, and modernization of school facilities;
- modern office practices;
- office equipment and technology;
- personnel administration practices;
- principles and practices of budgeting and accounting;
- project management;
- proper methods of storing equipment, materials, and supplies;
- procedures and protocol of public works contracts;
- reading blueprints, schematics, and drawings;
- recordkeeping and record retention practices;
- safe driving practices;
- safety practices and procedures;
- school safety and security practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- analyzing issues and determining an appropriate course of action;
- communicating with diverse groups and individuals;
- displaying tact and courtesy;
- effectively planning, organizing, controlling, and directing the services of consultants and district staff for construction and modernization projects;
- establishing and maintaining effective working relationships with others;
- facilitating communication;
- inspecting buildings and/or grounds;
- maintaining confidentiality;
- meeting deadlines and schedules;
- multitasking;
- operating motor vehicles;
- planning and organizing work;
- preparing accurate records;
- reading, interpreting, explaining, and following laws, rules, regulations, policies, and procedures;
- setting priorities;
- understanding and following oral and written directions;
- working as part of a team;
- working with detailed information/data;
- working with frequent interruptions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; directing the use of budgeted funds within a work unit. Utilization of

resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. The job is performed under some temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Bachelor's Degree in job-related area.

Equivalency: Bachelor's degree in business administration, public administration, construction management, engineering, or related field and five (5) years of experience in construction project management. School district or public sector experience is highly desirable.

Any other combination of education, training, and experience that could likely provide the desired skills, knowledge, and abilities may be considered.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of two hundred sixty (260) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Certificates and Licenses

Valid California Class C Driver License

Continuing Educ. / Training

Clearances

Fingerprint and Background Clearance
Drug Test
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

Revised: 05/2000
Revised: 06/11/2019

Salary Grade

Classified Management, Range
24