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BULLETIN: #10PM101

DATE: February 4, 2010

TO: All Employees

SUBJECT: The District is accepting applications for the following:

Director of Facilities and Construction

LOCATION: Facilities Operation Center

SALARY: \$94,658 to \$111,362 per year

QUALIFICATIONS: Please refer to the attached job description.

SELECTION PROCESS: Submitted applications will be screened by a panel and those most qualified will be invited to an interview.

APPLICATION PROCESS: If you wish to apply, please submit a letter of interest to Human Resources, please include: name, address, contact phone numbers, current assignment, experience and training that would qualify you for the position. Also include in the application packet:

- Current resume
- 2-3 letters of recommendation
- Applicants not currently employed with WCCUSD must also complete and submit a district application form which can be found on our website at www.wccusd.net.

DEADLINE: Applications will be accepted until: **February 10, 2010**

Please send application materials to Human Resources, 1108 Bissell Avenue, Richmond, CA 94801.

West Contra Costa Unified School District

Director of Facilities and Construction

Primary Function

Perform all Facilities Planning, Construction, Project Management and related functions as defined by the Associate Superintendent of Operations.

Major Duties and Responsibilities

1. Plans and directs the training and supervision of project management staff.
2. Advises and makes recommendations to the Associate Superintendent of Operations and other administrators regard difficult; technical administrative problems associated with building construction.
3. Develops overall procedures to deliver school construction projects on schedule and within budget. Reviews and revises estimation procedures for the development of project budgets.
4. Participates in the development of meaningful management reports for district managers, Board of Education committees, Bond Oversight Committee and other governmental entities.
5. Reviews and revises estimation procedures for the development of project budgets.
6. Performs space planning/ furniture layouts to assist school equipment requirements.
7. Interfaces with State agencies: OPSC, CDE, DSA, etc.
8. Oversees staff responsibilities of boundary planning, facility MOU's, energy saving measures, CBEDS data.
9. Assist in identification of facilities leveraging opportunities through the Measure J Bond Program.
10. Review and assist in implementing district's long range Facilities Master Plan.
11. Project management and facilities planning functions as required.
12. Manage the collection of developer fees.
13. Attend board of education meetings and other facilities related meetings as required.
14. Perform other related duties as assigned by the Associate Superintendent of Operations.

Qualifications

1. Knowledge and experience in facilities planning related issues; such as master planning and strategic implementation planning, operations planning and staffing, and hiring and monitoring of consultants as required.
2. School facilities and governmental interface related experience.
3. Good public relations communication and coordination skills are preferred.
4. Minimum of 15 years experience in program or project management related experience.
5. Knowledge of construction estimating, budget planning, and project scheduling.
6. Valid Drivers License.

Education

Any combination of education, training and experience equivalent to completion of a BA degree in Architecture, Engineering, Urban/Regional Planning, Construction Management, Facilities Management Planning or related field.

Physical Requirements

Environment:

Indoor and outdoor work environment.

Regular exposure to fumes, dust, dirt, oil and grease.

Driving a vehicle to conduct work.

Physical Abilities:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to inspect projects and read a variety of materials.

Sitting or standing for extended periods of time.

Walking to inspect projects.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Salary Schedule

Schedule: Management

Range: 113

Approved by the Human Resources Division

Approved by the Board of Education: November 2001

Revision submitted for Board Approval: January 6, 2010