
Position:	Assistant Superintendent, Facility Services	FLSA:	Exempt
Department/Site:	Facilities	Salary Grade:	Contracted
Reports to/Evaluated by:	Associate Superintendent, Administrative Services	Salary Schedule:	Admin. Management

SUMMARY

Plans, directs, oversees, and integrates the activities and operations of the Facilities department which includes, maintenance and operations, construction and engineering, custodial, and grounds maintenance. Coordinates assigned activities with other departments, contractors, and outside agencies.

DISTINGUISHING CAREER FEATURES

The Assistant Superintendent of Facilities is a senior administrative level position with full operational responsibility for building maintenance, grounds & landscaping, custodial services and construction serving all District facilities. Responsible for planning, evaluating and initiating programs to meet current and future District facility needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as principal advisor to the Associate Superintendent, Administrative Services concerning all facilities services issues.
- Makes recommendations concerning District facilities.
- Manages and supervises the maintenance, grounds and construction management functions of the District.
- Directs the design process for District facilities.
- Directs and coordinates capital construction projects. Reviews work-in-progress and results to comply with contractual requirements, codes, and regulations.
- Maintains effective liaison with appropriate state and local agencies to facilitate capital investment opportunities.
- Supervises facility-related services through the appropriate subordinate.
- Recommends personnel for facility related programs in the District.
- Consults with subordinate personnel in planning, implementing, coordinating and evaluating the activities of their respective area of responsibility.
- Interprets and administers the policies, rules and regulations of the Governing Board.
- Prepares such reports as the Associate Superintendent, Administrative Services may request.

- Assumes administrative responsibility for all facility programs and services.
- Directs and participates in the development and administration of the facilities budget. Forecasts funds needed for staffing, equipment, materials, and supplies. Directs the monitoring of and approves expenditures. Directs the preparation of and implements budgetary adjustments as necessary.
- Provides technical expertise in facility related areas.
- Participates in the general management of the District.
- Demonstrates professional demeanor, attitude and conduct across all areas of responsibility and authority.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: Requires skills in organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs. Requires in-depth knowledge of financial and project planning, operational and project budget preparation and administration processes. Requires in- depth knowledge of the principles of management, staffing, training and performance evaluation. Requires skill in organizing work and building an effective team to respond to a high volume of service requests. Requires well-developed language and human relation skills to prepare professional reports, make presentations to large and diverse audiences, negotiate contracts, and build an effective work team. Requires sufficient math and technical skills to read architectural and mechanical drawings, perform cost analysis, and develop budgets.

Abilities: Requires the ability to carry out the accountabilities and objectives for the position. Must be able to plan, organize, direct and coordinate the work of management, supervisory, professional, and trades and service-level personnel; delegate authority and responsibility; prepare and administer large and complex budgets. Requires the ability to perform effective financial management of all assigned functions. Must be able to prepare clear and concise professional reports. Must have the ability to read, understand, and interpret plans, blueprints, and specifications for building and grounds projects as well as the ability to prepare cost estimates, write construction or equipment specifications, and prepare bids.

Physical Abilities: Requires sufficient ambulatory ability to inspect premises, including some ability to bend, stoop, and walk in confined areas. Requires sufficient hand-eye-arm coordination to operate a personal computer keyboard. Requires sufficient visual acuity to read detailed drawings, recognizing words and numbers. Requires sufficient auditory ability to carry on conversations in person to large audiences and over the phone.

Education and Experience: Requires a Bachelor's degree or equivalent from an accredited college or university.

Desirable Qualifications: Master's Degree in related field; supplemented by five (5) years classroom experience, and three (3) years of administrative experience at the principal or higher level.

Licenses and Certificates: A valid driver's license.