



Irvine Unified School District

EXECUTIVE DIRECTOR: FACILITIES PLANNING AND CONSTRUCTION SERVICES

DEFINITION:

Under the supervision of the Assistant Superintendent of Business Services, the Executive Director of Facilities Planning and Construction Services provides dynamic, responsive, collaborative and forward thinking vision, leadership and management in support of planning, constructing, modifying and maintaining school facilities that meet the mission and goals of the District. This includes development, implementation and management of all facilities planning and construction activities related to new school construction, renovation of existing schools, relocatable classrooms and other support activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Communicates regularly with the Assistant Superintendent of Business Services on all facility matters.
- Provides administrative direction for planning and construction functions of the District.
- Works collaboratively with schools and departments to support facility needs.
- Provides oversight and direction to coordinate and integrate planning and construction activities.
- Plans, schedules and directs the development of facilities to ensure timely delivery of superior learning environments.
- Plans, schedules and directs the development of enrollment projections and implements quality assurance guidelines to ensure the integrity and reliability of the data.
- Provides oversight and direction to ensure proper interpretation and implementation of all mitigation agreements.
- Organizes and coordinates development, implementation and maintenance of long range Facilities Master Plan.
- Directs, manages and coordinates the retention of all consultants.
- Provides, evaluates and ensures compliance with all codes, ordinances, guidelines and programs related to construction program needs.
- Provides, advises and coordinates oversight of all legal matters including site acquisition and construction claims mitigation.
- Administers and oversees all purchasing functions related to furniture and equipment acquisitions.
- Identifies, directs and supports all reporting agency requirements.
- Prepares, reviews and coordinates all communications, Board of Education reports, correspondence and presentations.
- Organizes and coordinates appropriate staff development activities to ensure proper training, certification(s) and equipment needs are provided.
- Develops and manages budgets for each project.
- Leads both short and long-range planning efforts.
- Hires, supervises, develops and evaluates the work of assigned staff.
- Other duties as assigned.

KNOWLEDGE and RESPONSIBILITIES:

- Ability to articulate and understand complex issues and facilitate effective problem-solving.
- Knowledge of principles, techniques, procedures and developments for the coordination and management of complex construction projects.
- Understanding of the role of facilities in support of instructional programs.
- Knowledge of computerized building integration models.
- Knowledge of Public Contract Code requirements and procedures.
- Knowledge of Federal requirements, State School Building Program guidelines, and local agency approval practices and procedures.
- Ability to plan and direct a large, complex operation that involves coordination and integration of multiple interrelated activities.

- Ability to develop and maintain cooperative relationships with numerous stakeholders, community members, certificated and classified staff.
- Knowledge of consensus building techniques and conflict resolution strategies.
- Read, interpret and communicate concepts in complex plans and specifications.

EDUCATION and/or EXPERIENCE

- Bachelor's degree from an accredited college or university with major coursework in construction management, architecture or a construction related engineering discipline: or any combination of professional training or experience equivalent to eight years in fields directly related to position requirements.
- Preference for administrative experience, in a management capacity, in educational facility development.
- Demonstrated record of strategic planning, budget management, integration and staff development.

QUALIFICATION REQUIREMENTS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In addition, the employee is required to possess and maintain a valid California Driver's License (Class "C") and have the ability to operate a technical equipment required for the position, computer, etc.

REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. The capacity to deal with and solve problems involving multiple variables.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand; walk; sit; talk and hear. The employee is regularly required to use hand to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee occasionally works in outside weather conditions.
- The noise level in the work environment is usually moderate, with occasional exposure to very loud, but transient noise levels.

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