

DAVIS JOINT UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

Title: Executive Director: Capital Operations

Under the direction of the Deputy Superintendent, the Executive Director of Capital Operations provides senior level leadership to the Maintenance and Operations Department and is responsible for managing the work of staff, consultants and contractors to modernize, renovate, expand and construct District facilities. The Executive Director of Capital Operations shall work with District staff, and with consultants including construction management firms, in the planning and execution of the District's facilities master plan and to perform other job related duties as required. This is a senior classified management position; the Executive Director acts as chief advisor on capital operations and facilities improvement matters.

Representative Duties

Duties of the Executive Director of Capital Operations include but are not limited to the following:

1. Supervise management and classified staff including the Director of Maintenance and Operations, Energy Manager, and Construction Project Management staff.
2. Coordinate, implement and maintain the DJUSD Facilities Master Plan in collaboration with the Board of Education, staff, and stakeholders.
3. Represent the District for designated presentations, committee meetings and communications.
4. Provide strategic and tactical consultation and advice for all Capital Facilities projects and for existing bond and capital improvement programs.
5. Develop, analyze, and direct school construction and modernization or deferred maintenance projects in consultation with District staff, consultants, community representatives, and other involved participants.
6. Develop and prepare the annual and ongoing budgets for Bond funded projects, capital operations, maintenance and operations; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines.
7. Manage and coordinate Board of Education-approved projects and analyze the impact on major maintenance programs, equipment needs, project design, contract solicitation, and project inspection.

8. Connect, inform and coordinate concerns of the District, as related to Capital Projects, with the City of Davis, other local government agencies and other members of the school community.
9. In conjunction with consultants, determine which projects require review or approval from the Division of the State Architect, Office of Public School Construction, State Allocation Board, California Department of Education, Department of Industrial Relations, or others; ensure that applications for projects are timely submitted; and coordinate providing project information to the Board of Education for review and approval.
10. Advise and ensure that project schedules and project priorities are consistent with Board of Education and District goals, and monitor progress.
11. In coordination with the CBO, oversee contracts, review and authorize progress payments and State reporting requirements, and maintain financial records related to the Capital Facilities Program.
12. Assist in management of emergency situations.
13. Provide written and oral reports regarding project status relating to scope, schedule, and budgets, including but not limited to; 1) appropriate and informative updates to staff, families and community regarding capital facilities work, progress and plans 2) presentations to governmental agencies and other agencies to clarify and justify project funding requirements 3) presentations to the Board of Education as necessary regarding facilities, maintenance and operations plans, projects and needs.
14. Assist in hiring and evaluating personnel, and in supervising personnel as required.
15. Assist in selecting, engaging and evaluating consultants, and in administering consultant contracts.
16. Assure compliance with applicable state and local codes, regulations and laws.
17. Work with legal counsel on contracting, procurement and bidding, performance issues, disputes, claims and litigation as required.
18. Maintain knowledge of current developments and trends in state regulations, educational facilities planning, construction delivery and costs, and actively participate in relevant and appropriate continuing education and professional associations, as approved in advance by the position supervisor.
19. Perform other related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

1. Legal codes, title and regulations.

2. Construction practices and management.
3. Facilities, maintenance and operations procedures and practices.
4. California State School Facilities Program.
5. Sound administrative principles, particularly in the area of personnel practices and office management.
6. District software and hardware systems.

Ability to:

1. Plan, organize, implement and evaluate administrative and support service activities with a high degree of professionalism in a district-wide setting.
2. Work independently on development, refinement or analysis of new programs, policies or other studies.
3. Work effectively with others.

4. Education and Experience:
5. A minimum of a bachelor's degree with additional advanced studies in the field.
6. A minimum of ten year's experience in fields related to planning, construction management, facilities, maintenance, operations and grounds, including management responsibilities.

Licenses and Other requirements: Valid California Drivers License.

Licenses and Other desired: Contractors license, LEED accreditation.