



# SIERRA SANDS Unified School District

113 W. Felspar, Ridgecrest, CA 93555 | Phone: 760-499-1600 | [ssusd.org](http://ssusd.org)

**April Moore, Ed.D., Superintendent**

## PLEASE POST PLEASE POST PLEASE POST

The Sierra Sands Unified School District announces the following vacancies for the **2024-2025** school year.

### **Job #7189**

### **Director of Facilities**

225 Day Contract 8 hrs. p/day

Class VI \$106,933 - \$137,513 + \$1,800 MA or \$2,800 PHD

Application Deadline: April 19, 2024

**Brief Description:** Under the supervision of the Assistant Superintendent of Business and Support Services, the Director of Facilities oversees the development and implementation of the district's long-term Facility Master Plan, and implements and supervises the planning, construction, and modernization of capital improvement projects. Supervises the Director of Construction and the Director of Maintenance and Operations.

**Required Qualifications:** Any combination equivalent to a Bachelor's Degree in engineering, architecture or related discipline; five years of professional experience with increasing levels of responsibilities in facilities planning, construction, or a related field; and three years of supervisory experience.

### **Job Description attached.**

**How to Apply:** Classified applications and job descriptions are available in the human resources office at 113 W Felspar Street, Ridgecrest, CA 93555 or [www.ssusd.org](http://www.ssusd.org). Include 3 letters of reference, letter of application and resume with classified application.

4/4/2024

District/web/CASH/Indeed

Sierra Sands Unified School District is an equal opportunity employer that prohibits discrimination, intimidation, harassment (including sexual harassment) and bullying based on actual or perceived age, ancestry, ethnicity, parental status, pregnancy status, color, mental or physical disability, gender, gender identity, gender expression, genetic information, immigration status, marital status, medical condition, nationality, race, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

<p>Title IX Coordinator Bryan Auld, Assistant Superintendent of Human Resources Sierra Sands Unified School District 113 W. Felspar Ave., Ridgecrest, CA 93555 Email: <a href="mailto:bauld@ssusd.org">bauld@ssusd.org</a> Phone: (760) 499-1620</p>	<p>District Section 504 Coordinator Christopher Lowe, Coordinator of Student Support Services Sierra Sands Unified School District Sierra Vista Education Center 1327 A N. Norma St. Ridgecrest, CA 93555 Email: <a href="mailto:clowe@ssusd.org">clowe@ssusd.org</a> Phone: (760) 499-1700</p>	<p>ADA/Title II Coordinator Christopher Lowe, Coordinator of Student Support Services Sierra Sands Unified School District Sierra Vista Education Center 1327 A N. Norma St. Ridgecrest, CA 93555 Email: <a href="mailto:clowe@ssusd.org">clowe@ssusd.org</a> Phone: (760) 499-1700</p>
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Board of Education: Mary Campbell Robert Campbell Bill Farris Kurt Rockwell Michael Scott

# **SIERRA SANDS UNIFIED SCHOOL DISTRICT**

## **Job Description - Management**

### **Director of Facilities**

#### **Function:**

Under the supervision of the Assistant Superintendent of Business and Support Services, the Director of Facilities oversees the development and implementation of the district's long-term Facility Master Plan, and implements and supervises the planning, construction, and modernization of capital improvement projects. Supervises the Director of Construction and the Director of Maintenance and Operations.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Oversees the development and implementation of the district's long-range Facilities Master Plan.
- Supervises the construction, modernization, and reconstruction of existing and new schools and district facilities.
- Oversees energy management functions and develops systems to effectively manage energy use.
- Supervises, develops, and evaluates personnel as assigned, assuring adequate levels of safety and skills training, efficient utilization of resources, and a productive work environment.
- Coordinates with school site administrators in the planning of construction, modernization, maintenance, and capital improvement projects.
- Reviews specifications and plans for all projects requiring public bidding and/or Division of the State Architect approval.
- Ensures facility needs related to education programs are completed and operational.
- Prepares annual budgets for materials, projects, equipment, personnel, and associated annual plans and objectives.
- Remains current with legislation and regulations affecting facilities and safety/health matters.
- Manages facility utilization, planning, design, and educational adequacy in alignment with district, State, and Federal policies and procedures.
- Provides timely and effective communication to appropriate district and site personnel.
- Works collaboratively with local fire and city planning personnel as needed.
- Gathers and provides data required to evaluate status of annual objectives and job performance.
- Plans for and participates in Citizens' Bond Oversight Committee (CBOC) meetings.
- Accurately estimates time and materials costs of facility improvement projects and assures compliance with all regulatory requirements including, but not limited to, Department of State Architect and public works requirements.
- Attends Board meetings and makes oral and written presentations as needed.
- Works independently under broad organizational guidelines to achieve objectives.
- Responds to emergency situations as needed.
- Manages and directs the activities of assigned staff; coordinates, prioritizes, and assigns tasks and projects; tracks and reviews work progress.
- Participates in and approves selection of staff; trains staff and provides for their professional development; administers discipline as required; provides technical assistance to staff and discusses job details with subordinate supervisors and staff.
- Develops and implements short- and long-range goals, policies and procedures, and work standards for the department.

- Administers contracts for services; authorizes acquisition of assets, materials, and supplies; manages and inspects work of contractors.
- Directs the conduct of and conducts analytical studies/reviews, reports findings, and makes recommendations related to implementation of facility improvement projects.
- Responds to comments/questions/complaints from the public and provides for satisfactory resolution.
- Serves as district liaison with external agencies and partner organizations.
- Coordinates activities with other district departments.
- Represents the district with dignity, integrity, and a spirit of cooperation in relationships with staff and the public.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Performs other duties as assigned.

**SUPERVISION EXERCISED OR RECEIVED:**

Under the immediate supervision of the Assistant Superintendent of Business Services.

**MINIMUM QUALIFICATIONS:**

Education and Experience:

- Any combination equivalent to a bachelor's degree from an accredited college or university with major course work in engineering, architecture, planning, construction or project management, maintenance functions, or business
- Five years of professional experience with increasing levels of responsibilities in facilities planning, construction, or a related field.
- Three years of supervisory experience.

Licenses and other Requirements

- Valid California driver's license

Knowledge and Skills:

- General terms, procedures and practices in the planning, design, construction, rehabilitation, maintenance, and operation of school buildings and grounds.
- Requirements and guidelines of the Division of the State Architect, California Department of Education, Office of Public School Construction, State Allocation Board, Department of Industrial Relations, Public Contract Code, State Education Code, and State Department of Finance as they apply to the facility planning and construction process.
- City, county, state, and federal laws, statutes, and ordinances related to public works.
- Theories of education facility design, instructional theory, and methods and practices.
- State education facilities guidelines, CAL OSHA, fire code, federal/state/local building codes, Title 24 and Americans with Disabilities Act specifications and requirements, and other related guidelines and regulations.
- Principles and practices of employee supervision, including selection, work planning, organization, goal setting, performance review and evaluation, training, and discipline.
- Computer applications related to the work, principles of finance and accounting, budget development and administration.
- Read and interpret maps, plans, diagrams, blueprints, and specifications.
- Initiative and independent judgment within general policy guidelines.

- Effective teamwork and motivational techniques.
- Effective written and oral communication including preparing and presenting clear and concise reports, correspondence, and other written materials.
- Contributing effectively to the accomplishment of team goals, objectives, and activities.

Ability to:

- Aid in the design and maintenance of appropriate and safe facilities that effectively support educational programs.
- Assist in the process of procuring design and construction teams to build, maintain, repair, and/or modernize district facilities.
- Interpret data from a variety of sources to extract necessary data for preparation of plans and reports.
- Listen, analyze problems, develop solutions, and provide direction.
- Conduct research, prepare and present oral and/or written reports, and represent the district to a variety of stakeholders.
- Lead in providing quality projects, schedules, and budgets.
- Meet schedules and timelines.
- Work independently with little direction.
- Perform a wide range of professional, administrative, advocacy, and liaison duties involved in the facility planning process.
- Establish and maintain effective working relationships with district administrators, site staff, contractors, and representatives of other public agencies, community groups, and private industry partners.
- Present clearly and confidently in public settings.
- Participate in the development of district policies.

**WORKING CONDITIONS:**

Work Environment:

- Office working environment subject to long periods of standing, walking, bending, crouching, and may include period of working in outdoor spaces, pushing/pulling and lifting supplies and technical equipment, kneeling to access files from ground level to 4.5 feet above the ground, pushing/pulling of file drawers, reaching in all directions, and working at a computer and/or telephone for prolonged periods of time.
- Occasional exposure to varying weather conditions.
- Subject to driving a vehicle to conduct work.

Physical Demands:

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Ability to see for purposes of reading reports, diagrams, labels, correspondence, documents, and other printed matter.
- Ability to hear and understand speech at normal levels in person and/or on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person, on a telephone, on two-way radio, or in a virtual meeting environment.
- Manual dexterity sufficient to write, use telephone and business machines (including computer, calculator), and operate equipment in a safe and efficient manner.
- Ability to routinely lift/carry equipment and supplies weighing up to 25 pounds.
- Occasional lifting of objects weighing up to eighty (80) pounds
- Physical agility sufficient to sit, stand, kneel, walk, push/pull, squat, twist, bend, stoop, and

to reach in all directions including overhead.

**Anticipated  
Board Adoption: 1/18/2024**