



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



*Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!*

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## **Executive Director of Facilities and Transportation**

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### **JOB SUMMARY**

Under general administrative direction of the Assistant Superintendent, Administrative Services, plans, organizes, directs and controls the facilities, maintenance, grounds, transportation and certain operational activities of the District. This position prepares short and long-term capital improvement plans; formulates policies relating to the maintenance, operations, and transportation needs of the District; oversees and coordinates all district construction projects, as well as supervises and evaluates the performance of assigned personnel; interacts with state, local, and outside entities including the local community on matters related to maintenance and district-wide facilities development and improvements.

### **CLASS CHARACTERISTICS**

This Leadership level position serves as the District's primary facilities and transportation official. Reporting directly to the Assistant Superintendent, Administrative Services, this single incumbent classified management position is the administrative head of the Facilities and Transportation Department, which includes overall responsibility for the functional areas of maintenance and operations services, warehousing, transportation, modernization and construction. The incumbent provides expertise on a wide variety of school facilities matters including: capital improvements, construction, general obligation bond funding, use of District facilities, leases of real property, and public works construction management. The incumbent also provides leadership and direction on all school transportation matters including: internal processes and procedures, scheduling, maintenance and repair of school buses, trucks, cars, vans and other vehicles and equipment; supervises all assigned personnel including bus drivers, mechanics, and other transportation staff, ensuring their proper training and performance.

This position provides overall leadership and vision including the development and achievement of short and long-term goals for facilities and transportation. The incumbent is expected to work independently in concert with the objectives, scheduling and general procedures established by the Assistant Superintendent, Administrative Services.

### **REPRESENTATIVE DUTIES**

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

#### **Essential Duties:**

- Plan, organize, direct and control the District's business activities related to maintenance, operations, construction of school facilities, transportation services, warehousing, public works, contract management and real estate utilization;
- Assist the Assistant Superintendent in the development of business policies, procedures and programs for the District to improve efficiency and service; direct business, construction, and

- operational activities in accordance with principles of sound business management;
- Research and review legal problems of the District related to the District's facilities and operations activities with legal counsel;
  - Supervise, direct and coordinate the work of personnel assigned to the Facilities and Transportation Departments; evaluate immediate subordinates; oversee the selection, training, transfer and discipline of employees according to established procedures;
  - Review new and proposed legislation, anticipate, evaluate, and interpret significant national, state, and local trends and developments affecting the operations of the District and make appropriate recommendations to the Superintendent;
  - Assist the Assistant Superintendent to negotiate, prepare, and manage the short-term leases for closed school properties. Maintain records of work orders and facility improvements;
  - Communicate with other administrators, District personnel, contractors, and various Federal, State and County agencies to coordinate activities and programs, resolve issues and conflicts, and exchange information
  - Attend Board, public, staff, and other meetings as assigned; represent the District at City, County, State, and other public and private sector meetings and/or forums, as necessary; present reports regarding facility and operational matters of the District;
  - Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel; operate a computer in the preparation of correspondence, records, and reports;
  - Oversee the District's safety and security program;
  - Advise District negotiator on operational aspects of labor contract negotiations.

## **SUPERVISION**

General administrative direction is received from the Assistant Superintendent, Administrative Services.

Direct and indirect supervision is exercised over Facilities, Warehouse, Maintenance, Operations, and Transportation personnel.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Planning, organization and direction of the operations and maintenance of a school district;
- Principles and practices of administration, supervision, and training;
- Applicable laws, codes, regulations, policies and procedures;
- Vehicle and equipment maintenance principles;
- Purchasing methods and practices involving the use of specifications and competitive bidding;
- Public works contracting for construction and deferred maintenance related projects;
- Methods, procedures, and planning involved in school district construction projects;
- Operation of a personal computer and a wide variety of job related software including Microsoft Office word processing, spreadsheet, presentation, database, Email and internet computer applications;
- Public presentation methods and use of related software and/or equipment.

**Ability to:**

- Plan, organize, and administer the maintenance, operations, facilities, warehouse, and transportation activities of the District;
- Participate in the preparation of the District's budget;
- Develop and implement accounting, record-keeping, and budgetary procedures and systems for the division;
- Plan, organize, implement, and direct the establishment and maintenance of records/systems;
- Interpret, apply, and explain rules, regulations, policies, and procedures;
- Analyze situations accurately and adopt appropriate course of action;
- Prepare comprehensive narrative or statistical reports, and media presentations;
- Direct and ensure the maintenance of a variety of reports and files related to assigned activities;
- Establish and maintain cooperative and effective working relationships with others and effectively communicate using tact, patience, and courtesy in a manner that reflects positively on the District;
- Plan, organize, and prioritize work of self and others to meet schedules and time lines;
- Supervise and evaluate the performance of assigned staff;
- Communicate effectively, in writing, orally, in person, or on the telephone.
- Good oral and written communications skills.

**EMPLOYMENT STANDARDS**

Any combination of education, training and experience, which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

**Education:**

- Graduation from a recognized four-year college or university with a major in business/public administration or education with a specialization in school business administration, or equivalent.
- Master's degree or higher is desirable.

**Experience:**

- Five years of broad and significant recent management experience including business management areas such as accounting, maintenance, transportation, purchasing, construction, and/or public works contracting in an administrative position, preferably in a California school district.

**LICENSES REQUIRED**

- Possession of a valid California Class C driver license.
- All of the above licenses must be maintained as a condition of continued employment.

**PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS**

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:**

Safely lift, carry, push, and pull up to 25 pounds; frequently sits, walks, stands; occasionally stoops, bends, and reaches over head. Repetitively uses fingers on both hands simultaneously; mobility sufficient

to perform site inspections and verification of construction work completed. Physical dexterity sufficient to operate personal computers, other standard office equipment, and a motor vehicle; Communicates clearly and is able to understand and be understood in normal face-to-face or telephone communication. Visual acuity sufficient to see small details to read and proof business reports, fiscal ledgers, computer printouts, building or construction plans and materials being submitted to elected officials and/or outside agencies, as well as see long distances in an outdoor environment.

**Working Environment and Hazards:**

Performs sedentary administrative work in a typical office environment as well as oversight/inspection work in maintenance and/or construction areas. Environmental conditions will be indoor and outdoor, sometimes in inclement weather. Noise levels will be generally moderate, although may at times be loud, but will remain within acceptable levels for the trades. Has frequent direct contact with the public, employees, elected, and government officials, occasionally in difficult interpersonal situations. Frequently works with high volumes, tight deadlines without guidance from supervisor, and is subject to frequent interruptions.

**SALARY RANGE**

Salary Range M75  
Classified Management Salary Schedule

New classification approved and adopted by Personnel Commission 6/17/21