



Los Banos Unified School District

1717 South Eleventh Street

Los Banos, California 93635-4800

Telephone (209) 826-3801 Fax (209) 826-6810

www.losbanosusd.org

Manager – Facilities and Special Projects

BASIC FUNCTIONS:

Under the direction of the Assistant Superintendent of Fiscal Services, or Designee, the Manager – Facilities and Special Projects manages, coordinates, plans and oversees the repairs, maintenance, improvement, modernization and construction of District facilities and other capital outlay projects from the design phase to occupancy.

GENERAL DUTIES AND RESPONSIBILITIES:

1. Plans, organizes, coordinates, and manages maintenance and operations activities and major District projects involving staff and contractors; drive a vehicle to visit work sites to review and inspect work in progress by District staff and contractors, and determining appropriate course of action to achieve District need while assuring compliance with related Federal, State and District requirements.
2. Serves as project manager and District representative, coordinating the planning, construction, and renovation of District facilities and managing facility projects; coordinate all construction activities with site and District; custodial and grounds; monitor the quality of work and worker safety; review change orders and recommend approval or denial.
3. Serves as a liaison, coordinating activities between District and engineers, architects, contractors, planners, building inspectors, and various agencies, inspecting and overseeing construction for quality assurance, conformance and adherence to District standards and local, state and federal laws, ordinances and regulations, and ensuring construction projects are completed to meet established District schedules in a cost-efficient manner.
4. Oversees consultant contracts and ensures contract compliance
5. Serves as a liaison between the District and regulatory agencies at State and local levels, as necessary, to ensure compliance with all design and building codes.
6. Serves as a liaison between Project staff and District staff, Site administrators, school site staff, and the community.

Board of Trustees

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Tammie Calzadillas, Ed. D., *Assistant Superintendent, Human Resources*
Amer Iqbal, *Assistant Superintendent, Administrative Services*
Paula Mastrangelo, *Assistant Superintendent, Elementary Education*
C. Sean Richey, Ed.D., *Chief Academic Officer*

7. Assists with the preparation of the facilities budget; analyzes and reviews financial and statistical data; prepares and maintains a variety of narratives, records, and correspondences; monitors and authorizes expenditures in accordance with established guidelines.
8. Evaluates applications and documentation for construction and renovation projects; prepares written materials for use in bid advertisements, pre-bid job walks, and pre-construction meetings; reviews plans and specifications prior to bidding to ensure District standards are met.
9. Evaluates factual data for long-range facilities planning requirements; provides policies and procedures for effective and efficient facilities development.
10. Provides support to the Operations, Grounds, and Transportation Departments as needed in regards to developing work schedules, modifying work assignments, and project management.
11. Analyzes and assists in determining the priority of work orders; planning, and scheduling of work orders for the Facilities Operation and Transportation (FOT) Department.
12. Conducts monthly FOT Department audits on invoices and authorizes payments.
13. Inspects Operations and Grounds work in progress; provides technical directives upon project completion; resolves problems; obtains necessary information; materials and authorizations; evaluates the quality of completed work.
14. Oversees the use of facility contracts and agreements (internal and external requests for facilities usage)
15. Manages the District's facilities use calendar and coordinates the day-to-day implementation of facility permits at all sites.
16. Analyzes district utility billing information and looks for patterns in usage, waste, and normal consumption. Makes recommendations on utility efficiency and planning specific to Electric/Solar, Gas, Water, and Waste Management.
17. Responds promptly to maintenance-related emergencies during and outside of regular work hours; coordinates and oversees emergency repairs as necessary.
18. Monitors approved departmental budget throughout the year, and reviews supplies, tools and equipment for FOT to ensure proper receipt of ordered materials.
19. Provides timely and effective communication regarding incidents and/or situations which might impact the District.
20. Attends Board of Education regularly scheduled meetings
21. Performs other related duties as necessary/assigned.

QUALIFICATIONS:

Experience: A minimum of five years of increasingly responsible experience in the planning, maintenance and/or construction of facilities with experience and familiarity with California Division of State Architect (DSA).

Three years of increasingly responsible management/supervisory experience in a closely related area of facilities, construction, architecture, engineering, or urban planning. Public education facilities experience is desirable.

Education: Minimum of a Bachelor's Degree in a related field (Business Administration, Public Administration, Engineering, Architecture, Construction Management, Facilities Management)

Equivalency: Qualifying experience may be substituted on a year-for-year basis for the required degree (Means four years of qualifying experience would be equivalent to the BA degree)

Salary Range: Director and Supervisor Salary Schedule, Range 26 \$42,07-\$64,75

Board Approved: May 12, 2022