



DIRECTOR OF FACILITIES AND TRANSPORTATION SERVICES

POSITION SUMMARY

Direct the activities of the Facilities/Transportation Services Department of the Eugene School District, including the management of capital improvements, facilities maintenance and operations, long-range planning for facility capital investment and asset preservation, and transportation services; and coordinates assigned activities with other departments, outside agencies, and private service providers. As a member of the Superintendent's staff, provides professional analysis and counsel to the Superintendent and District administrators.

SUPERVISORY RELATIONSHIPS

Reports to the District Superintendent. Directly or indirectly supervises all staff of the Facilities/Transportation Services Department.

PRIMARY DUTIES AND RESPONSIBILITIES

Develop and implement long-range plans for maintenance and improvements of existing facilities, closure and disposition of surplus properties and acquisition and construction of new properties and facilities.

Serve as District's representative and consultant to architects and other professionals retained by the city for capital projects. Facilitate the collaboration of consultants, contractors, District staff and the School board to ensure that the interests of a variety of stakeholders are met in the development of new construction projects.

Present regular reports to the School board regarding the status of construction projects including project designs and budget and legal issues.

Oversee contract management, bid development and evaluation processes, and purchasing functions. Awards construction contracts up to delegated spending authority.

Provide effective planning of facility construction and maintenance services to minimize disruption to educational programs.

Coordinate with school principals in addressing school facility issues and needs.

Responsible for ensuring adequate building security and fire protection for the District.

Oversee the management of bus transportation services including staffing, safety guidelines, routing schedules, and fleet management.

Coordinate District's response to emergencies, issue emergency declarations and assess hazardous weather conditions. Make recommendations to Superintendent on school closures due to inclement weather or other emergency situations.



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Represent the District at meetings with City and County management regarding land use, transportation planning, building permit, and facility coordination issues.

Plan, direct and coordinate department work activities; establish appropriate service and staffing levels; assign projects and programmatic areas of responsibility; allocate resources accordingly; review and evaluate work methods and procedures; meet with key staff to provide direction and to identify and resolve problems.

Establish appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

Assess and monitor work load, administrative and support systems; identify opportunities for improvement; direct and implement changes.

Responsible for the selection, supervision, and evaluation of assigned staff; assign work and ensure appropriate training is provided; investigate complaints; recommend and administer disciplinary actions; handle sensitive personnel matters and recommend grievance responses.

Develop and administer the department's annual operating budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary; monitors budget utilization by schools, department administrators and supervisors.

QUALIFICATIONS

Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of engineering, architecture and construction management.

Knowledge of the principles and practices of facility management.

Knowledge of the principles and practices of budget preparation and administration.

Knowledge of pertinent Federal, State, and local laws, codes and regulations.

Knowledge of the principles of supervision, training and performance evaluation.

Skill in managing projects and providing leadership in coordinating interested parties in major projects.

Skill in directing professional, technical and administrative support staff.

Ability to develop and administer division goals, objectives and procedures.

Ability to direct, organize, and coordinate the programs of a large and diverse department.



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Ability to research, analyze and evaluate new service delivery methods and techniques.

Ability to communicate clearly and concisely, both orally and in writing

Ability to prepare and present complex reports.

Ability to establish and maintain effective working relationships with those contacted in the course of work including District administrators, staff, various private and public agencies, the public and other interested groups.

Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.

Education and Experience:

Master's degree in architecture, engineering, construction management or closely related field and ten years of construction-related experience, including five years in a management capacity; or any combination of experience and training that provides the required knowledge, skills, and abilities.