

# Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677  
(916) 624-2428 / [www.rocklin.k12.ca.us](http://www.rocklin.k12.ca.us)



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## Job Description

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**POSITION TITLE:** Senior Director of Facilities, Maintenance, and Operations

**SALARY PLACEMENT:** Administrative Salary Schedule  
Rocklin Administrative Professionals Association

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### SUMMARY:

Under the supervision of the Deputy Superintendent, the Senior Director of Facilities, Maintenance, and Operations is responsible for: the planning, organization, coordination, and implementation of the school and district facility program; Oversees and is responsible for site level custodial, maintenance and grounds through the existing Assistant Director of Facilities and Maintenance; and assumes and performs related work as necessary or required. Oversees and is responsible for the Energy Education Specialist and energy conservation program.

### SUPERVISOR:

Deputy Superintendent, Business and Operations

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include but are not limited to the following:

1. Advise site and other administration regarding facility, construction, maintenance, operations, grounds, and energy conservation needs.
2. Recommend employment, retention, discipline, and termination of staff under supervision.
3. Enforce various District policies and work rules.
4. Develop, recommend, and monitor facilities, maintenance, and operations departments' annual budgets.
5. Oversees facility use by outside groups and district programs at all district facilities.
6. Develop and update the planning database for schools and district facilities (e.g. student enrollments, construction rates, student yield factors, address grid systems, building data, district maps, school boundaries).\*
7. Develop and update short and long range projections for student enrollments and residential and commercial construction rates.\*
8. Develop and update the short (one year) and long (five year) master plans for new and existing sites, schools and district facilities.\*
9. Develop and update financial plans and funding sources in support of the short and long range facilities master plans. \*
10. Prepare and submit applications and plans for state funds, city funds, county funds, impact fees, developer fees, bond funds, and other local funding sources.
11. Coordinate the review and approval of all funding applications with the funding agency (city, county, state, etc.) and interested or affected organizations (BIA, community committees, school sites, etc.).
12. Administer the receipt, collection, disbursement, accounting and financial reporting of all funds received

from agencies, fees, sale of bonds and local funding sources in support of the facility program.

13. Coordinate the preparation of plans from the development of educational, performance and equipment specifications for school and district facilities.
14. Develop and update time lines for the acquisition and construction of new facilities and the repair, reconstruction or relocation of existing facilities.
15. Coordinate, negotiate, implement and supervise the sale, disposal, trade or acquisition of district easements, leases, agreements, sites, facilities, and surplus equipment.
16. Coordinate, implement, and supervise the construction of new school and district facilities and the repair, reconstruction, and relocation of existing schools and facilities.
17. Coordinate the selection, monitoring, and supervision of services provided by architects, engineers, consultants, contractors, attorneys, bond counselors, bond underwriters, inspectors, and other professional service agencies used in support of the facilities program.
18. Prepare and present periodic or special facility housing and financial reports to the public, funding agencies, board of trustees, superintendent's cabinet, leadership team, school sites, and community groups.
19. Attend and participate in Board of Trustee, cabinet, state agency, city, county, and community meetings as required.
20. Perform related duties as required or assigned by the Deputy Superintendent.

\*All in cooperation with other agencies, developers, consultants and other departments.

**KNOWLEDGE OF:**

- Theory, principles, and practice of facility planning, public education and administration.
- State architect approval process.
- Bidding process.
- Applicable codes, ordinances and regulations.
- Basics of school bonds.
- Personal computers and related software.
- Project construction techniques such as Lease/Leaseback, Multiple Prime, etc.
- Principles of supervision.

**ABILITY TO:**

- Ability to read and interpret instruction specifications, architectural drawings and schematics.
- Express ideas effectively verbally and in writing.
- Prepare technical reports and specifications.
- Make technical presentations before staff and the public.
- Coordinate and inspect construction and maintenance projects.
- Analyze situations and develop appropriate recommendations for actions.
- Establish and maintain effective working relationships with others.
- Coordinate the work of outside contractors and professionals.

**EDUCATION:**

Graduation from a four-year accredited college or university with a degree in business, architecture, construction management, civil engineering, or related field or equivalent training/work experience.

**EXPERIENCE:**

A minimum of two years experience in the profession or management level experience in facilities planning, construction work, maintenance, or operations.

## **CERTIFICATES, LICENSE, REGISTRATIONS:**

Valid California Driver's License

## **PHYSICAL REQUIREMENTS:**

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand, walk, use hands, and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and ability to adjust focus.

### Medical Category II:

1. Position requires moderate physical exertion associated with the ability to lift, carry, push, pull or climb.
2. Position requires physical capability for sustained physical work; requires strength and endurance associated with moderate physical effort.
3. Position requires moderate physical effort while performing continuous moderate lifting.
4. Lifting 50 pounds maximum or carrying any object weighing up to 25 pounds.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee is occasionally exposed to moving mechanical parts, heavy equipment, and outdoor weather conditions. The employee uses personal vehicle for work-related travel. The noise level in the work environment is usually loud.

Adopted: March 21, 2012

Revised: May 20, 2015

**The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, and mental or physical disability.**

**No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.**

The Rocklin Unified School District  
**Maintains a tobacco-free, drug-free environment**