

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED MARCH 2025
SALARY SCHEDULE: #85
RANGE: 22.0
CLASSIFIED MANAGEMENT
CODE: 2, 3**

MANAGER – FACILITIES

DEFINITION

Under supervision of the Senior Director of Facilities, the Manager— Facilities will oversee, plan, schedule, and coordinate construction projects including all new construction, modernization and remodeling. The responsibilities of this position include coordinating and supervising the construction process, procurement of materials and equipment, and managing schedules.

EXAMPLES OF DUTIES

In consultation with the Senior Director of Facilities, the Manager— Facilities shall assist in the planning and development of all KCSOS facility projects as assigned;

work closely with the KCSOS Facilities Department staff and divisions to plan and provide technical expertise and assistance with facility-related issues;

interface with staff, administration, project architects, contractors, engineers, and consultants;

develop and prepare various budgets for both large and small projects;

supervise and inspect work of construction projects to ensure compliance with established building standards, health and safety codes, regulations, and bid specifications;

provide project and contract management of various facilities construction projects including modernization and renovation work;

participate in the development of contract specifications, manage contracts, and other professional service contracts as directed by the Senior Director of Facilities;

work with contractors and vendors for building systems repair and new installation projects;

coordination of day-to-day facility-related responsibilities;

negotiate pricing and contracts and place orders for various facility-related items;

provide technical recommendations related to construction and planning functions;

interpret and apply a variety of federal and state laws and regulations as they relate to public school buildings;

coordinate work with KCSOS staff, contractors, and external consultants to ensure effective support for both large and small scale construction projects;

apply and obtain building permits through the authority having jurisdiction;

review architectural plans for conformance to building requirements and negotiate and approve change orders with contractors as necessary;

perform constructability review of drawings and specifications;

obtain bids and recommend awarding of contracts for construction, renovations and materials/supplies.

QUALIFICATIONS

Knowledge of:

General construction industry methods and practices;

project budget preparation and contract management;

applicable laws, codes, regulations, policies, and procedures including California building codes and other pertinent laws related to construction;

state agencies such as Division of State Architect (DSA), County Building Department and City Building Departments;

Ability to:

Read plans and comprehend scope of projects assigned including ability to analyze problems and offer solutions;

operate a computer and assigned software and office equipment;

manage multiple construction/renovation projects concurrently;

work independently and meet schedules and timelines;

prepare reports and files related to assigned activities and to communicate effectively;

interpret, apply, and explain rules, regulations and policies;

perform on-site construction evaluations;

maintain professionalism with all vendors, employees, and stakeholders, even in pressure-filled situations;

maintain cooperative and effective working relationships with others;

work with business office staff on service and equipment proposals and contracts.

Experience

Minimum of five (5) years of extensive experience in the building design and construction industry with proven project management experience overseeing school construction projects.

Education

Bachelor's degree from an accredited college or university.

At least four (4) additional years of experience, over the minimum required, can be substituted for the bachelor's degree.

Conditions of employment:

Some positions may require proof of privately-owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

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3/05/2025
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