

Bakersfield City School District  
Education Center - 1300 Baker Street  
Bakersfield, California 93305  
Human Resources

**TITLE:** SCHOOL PLANNING AND CONSTRUCTION SUPERVISOR

**QUALIFICATIONS:**

1. Knowledge of school district policies and procedures
2. Training and/or experience in preparation of contracts and specifications of bids
3. Knowledge and understanding of Public Works and Labor Codes, regulations related to hazardous materials, and apprenticeship standards for public works contracts
4. Knowledge and experience in drafting and computer assisted drafting applications
5. Knowledge and experience in preparation of various budgets
6. Ability to work cooperatively with school personnel and all business contracts
7. Ability to communicate effectively
8. Possession of valid driver's license and personal car in good repair for use on district-related business
9. Must pass required tests

**REPORTS TO:** Director I - Maintenance and Operations

**SUPERVISES:** Staff as assigned

**JOB GOAL:** Under general direction of Director of Maintenance and Operations, assists in coordination and administration of facilities planning program, and provides administrative support services for maintenance and operations departments

**PERFORMANCE RESPONSIBILITIES:**

1. Works with maintenance and operations staffs in preparing contracts and specifications for bids; monitors progress of contracts through filing of Notices of Completion
2. Prepares, amends and monitors deferred maintenance plan for major repairs of district buildings and grounds
3. Assists in preparation of applications and monitoring State School Building Aide Program
4. Assists district administrative personnel with development of plans, creating interim facilities during course of construction
5. Assists in providing communication regarding facilities planning program to Board of Education, appropriate governmental agencies, and other interested groups
6. Assists as district liaison with Office of State Architect, Office of Local Assistance, and other state and county agencies
7. Assists Director III in formulating policies related to long-range planning; assists in developing and evaluating departmental policies and procedures
8. Prepares budgets and related reports for improvements and repairs of district facilities, deferred maintenance program, and maintenance and operations departments
9. Assists with coordination of projects involving maintenance and operations staff, architects and building inspectors
10. Maintains current building statistics and site maps; monitors additions, deletions and relocation of buildings
11. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be according to the current schedule; supervisory salary schedule, class. 35

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable