

CHIEF FACILITIES OFFICER (CFACO)



Facilities Department

Purpose:

The Chief Facilities Officer oversees the planning, development and management of all physical infrastructure in the District, including supervision and coordination of consultants, communication with parents and the general community, and leadership of District committees. As the key advisor to the Superintendent on all matters related to facilities and bond construction, the CFACO directs the short and long-range planning for District facilities and related support services, ensuring safe and adequate facilities that support the District's instructional goals and priorities.

Reports to: Deputy Superintendent, Operations and Support Services

Nature & Scope:

The Chief Facilities Officer operates with broad autonomy in alignment with all applicable local, state, and federal laws and regulations, and District policies. Independent judgment and decision-making are required in matters not having established rules, regulations or policies. The incumbent is responsible for the overall operations and momentum of the Facilities Department, has multiple supervisory responsibilities and has a significant impact on the quality of facilities development/capital construction, maintenance and custodial services and property management within the District. As a result, the CFACO has a direct impact on the propensity for students to meet the highest educational aspirations of the District.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Assumes overall responsibility for the management of the Facilities Department.
3. Provides counsel and expertise to the Superintendent, the Board of Education, District officials, administrators, and staff in matters of facilities planning, development and management.
4. Plans, coordinates and supervises facilities improvements and construction of all District facility assets.
5. Establishes and implements departmental goals and objectives, along with work standards as a means for evaluating the progress of all construction projects.
6. Assists in the coordination and preparation of the Board Agenda and provides regular reports to the Board and communication to the public.

7. Leads in the development, initiation and administration of new District-wide facility programs, and future bond planning conducting special studies as authorized.
8. Responds to public records requests and any litigation regarding the development of facilities.
9. Manages District budgets related to capital improvement projects including bond projects (expenditure reports and tracking of projects) and coordinating management with the Deputy Superintendent of Operations and Support Services.
10. Serves as chief District representative to the Bond Accountability Committee (BAC) and District Bond Planning Committee providing necessary reports on facility development, budget and auditing.
11. Resolves conflicts among contractors, consultants, neighbors, staff and others as applicable.
12. Facilitates decision making about planning and construction activities and maintaining District calendars including the phasing of projects related to school operations.
13. Facilitates site design committees coordinating consultants' work with committees and staff.
14. Makes regular reports to the School Board on progress of facility planning and construction.
15. Develops informational communications to public, parents and staff.
16. Represents the District in supervision of consultants and contractors, coordinating activities, ensuring adherence to project timelines, and reviewing project invoices and payments.
17. Serves as the District representative to State and Regulatory Agencies related to facilities projects.
18. Oversee pre-qualification, bidding and selection process of contractors for District facility projects.
19. Monitors "Requests for Information" and reviews and processes decisions for change orders.
20. Develops and facilitates interim District and school operations during construction.
21. Oversees record keeping of operational costs in conformity with District and State policies, rules and regulations.
22. Develops and implements long-range plans for all areas within the Facilities Department and oversees the management of short-term plans and day-to-day operations.
23. Ensures all buildings and grounds are operated in a clean, safe, secure and energy-efficient manner. Conducts regular inspections to ensure such functioning and to identify areas for improvement.
24. Serves as the District's principal administrative resource in facilities planning and construction decisions. Oversees pre-construction meetings; provides insights and suggestions regarding the work of architects and engineers; reviews and approves products and drawings for compliance with regulations, codes and/or specifications.
25. Develops, implements and updates timelines for the acquisition and construction of new facilities (or acquisition of new real property) and the repair, construction, or relocation of existing facilities.
26. Assures comprehensive planning, design, contracting and competent construction associated with all District facilities.
27. Leads cost monitoring and control procedures. Oversees department and program budget.
28. Communicates with the public through various media both orally and in writing; represents the District in meetings with governmental, legislative, business, community, and labor union representatives.

29. Oversees compliance with statutes, regulations and codes applicable to District facilities and related functions.
30. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
31. Complies with all procedures outlined in the *Code of Professional Conduct and Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must have a Bachelor's or advanced Degree from an accredited four-year institution.
2. Must have four years experience in a supervisory capacity within the facilities, maintenance, capital division of a school district or a comparable large organization.
3. Must possess excellent written and oral communication skills.
4. Must hold or be able to acquire a valid Oregon or Washington driver's license.

Preferred Qualifications:

1. Degree in engineering, architecture, construction management or related field, or a minimum of three years' experience from which comparable knowledge, skills and abilities have been achieved.

Working Conditions:

The Chief Facilities Officer works primarily within an office building but also spends time in all District facilities and on occasion outdoors on construction sites in variable weather conditions including inclement weather.

The work environment is often controlled and often quiet, but the work environment will also frequently include moderate to loud noise. The work environment includes exposure to fumes, cleaning solvents and vibration with some equipment. Other potential exposures and hazards include but are not limited to: Chemicals, toxins, dirt, playground/office equipment, furniture, communicable diseases, and power/hand-operated equipment and machinery including heavy machinery. Hazards may also include falling, electricity, and other potential hazards commonly associated with construction sites.

Regular travel from the central office to various District sites and facilities will be required as well as occasional statewide travel. Attendance at meetings or activities outside of the normal workday will also be required, including frequent, prolonged, and irregular hours including evening and weekend time.

Work Year: 255 days

Bargaining Unit: Non-represented

FLSA Status: Exempt

Date Approved: March 2019

Date Revised: ~~March 2019~~ February 28, 2023

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.