

FRESNO UNIFIED SCHOOL DISTRICT  
Position Description

<b>TITLE:</b>	Design Lead	<b>REPORTS TO:</b>	Assistant Superintendent of Facilities Management and Planning
<b>DEPARTMENT:</b>	Facilities Management & Planning	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	May 19, 2021	<b>SALARY:</b>	E-24/Management Salary Schedule

**BASIC FUNCTION:**

Serve as the chief design representative of the district in the planning, design and monitoring of school maintenance/construction and related facilities; recommend approval of preliminary plans, completed working drawings and specifications; work with commissioned architects in the design and construction of new facilities to assure compliance with district requirements and economy. Accountable for improving student achievement through the effective management of an assigned area; effectively plan, coordinate, and direct the operations of an assigned site or department in support of providing students access to high quality learning options and a variety of activities to achieve their personal best; assist department or site leaders in the implementation, monitoring and compliance of assigned functions or activities to assist students to stay in school on target to graduate.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Maintain District architectural guidelines, criteria and standards, in accordance with Board policies and standard practices. Independently perform complex architectural assignments demanding unique solutions to satisfy the growing demands of the District's infrastructure, administer District Facilities Standards for capital projects, manage Civil/Structural Engineering and Construction projects, represent the District in discussions with or presentations to outside agencies and senior management, and provide highly complex administrative support to the Assistant Superintendent of Facilities. *E*

Plan, coordinate, and direct the operations of an assigned site or department in support of education students at a high level; coordinate resources to evaluate the effectiveness of the programs or activities to expand practices proven to raise student achievement. Develop, recommend, and execute plans for provision of economical school facilities commensurate with legal and educational requirements; oversee the preparation of district design guides, guide specifications and standard drawings. *E*

Work with commissioned architects in the design and construction of new facilities to assure compliance with state, local and district educational facility requirements to prepare and

oversee project design budgets of projects and coordinate with staff, to ensure appropriate funding of resources are allocated. *E*

Check and review all in-house work, make field observations, research project data and prepare and present reports, prepare preliminary and final construction/project cost estimates/budgets and schedules. *E*

Supervise the technical review of plans and specifications prepared by architects; confer with engineers on proposed mechanical and electrical plans and specifications to determine adequacy. *E*

Review and comment on all aspects of project design and contract documents from outside architects to ensure proper coordination, compliance with specification, and that the District's design guidelines are not compromised as original structures are enlarged, modified or renovated. *E*

Collaborate with District leadership, principals and other District staff on issues and problems related to assigned area; provide recommendations as necessary; represent the department or site and serve as liaison with the community, families and the District offices. *E*

Recommend approval of preliminary plans, completed working drawings and specifications; review construction cost estimates. Oversee site master planning and design task force exercises. *E*

Provide assistance and evaluation of the District's land use and site planning, long-range development plans, California Environmental Quality (CEQA) compliance and environmental documents, construction delivery strategies, professional design selections, and capital project site selections. *E*

Establish schedules for preparation and review of architects' plans and construction schedules. Identify, design, coordinate, plan and with staff in-services for assigned area to ensure timely delivery of high-quality services. *E*

Develop project schedules and work sequences, and set up, manage, and participate in progress and quality reviews; establish internal and external communications schedules. *E*

Oversee the development of bidding and construction schedules, prepare and issue architectural contract documents and addendums, and serve as a consultant during the construction period. *E*

Conduct orientations and provide specialized training sessions related to assigned areas; attend and facilitate a variety of meetings as assigned; coordinate special events. Investigate and evaluate new and more economical materials, techniques and methods for providing adequate

educational facilities. Prepare for and makes presentations to community or other interest groups, including the District's Board of Trustees. *E*

Assist in training; provide clear, constructive feedback to improve staff effectiveness; plan, coordinate and arrange for appropriate training of staff in support of professional learning. Analyze and interpret applicable laws, codes and regulations. *E*

Assist with coordinating policies and procedures designed to promote and maintain collaborative relationships and understanding between the school, districts, families, consultants and community. *E*

Coordinate the preparation of newsletters, bulletins, minutes and agendas related to activities in assigned areas to ensure clear and timely communication to staff, communities and others. Prepare for and make presentations to community or other interest groups, including the District's Board of Trustees. *E*

Resolve problems associated with projects and in conjunction with facility staff; work with a variety of people to solve technical, legal, and logistical problems, including those that are unanticipated. *E*

Prepare facility plan that includes analysis and allocation of space and relocation of services to facilitate construction support staff in preparing, maintaining and updating records, files, drawings and descriptive materials of all school facilities, permanent and portable buildings and sites throughout the district. *E*

When requested, serve as the District liaison to the State and local building regulatory agencies. Conduct research of facility capabilities; received information about growth projections and classroom needs; and assist and prepare projections for space requirement. *E*

Review and recommend appropriate actions to the Assistant Superintendent of Facilities with regard to providing constructability review; as needed, provide value engineering, project document evaluation and processing, and submittal processing. *E*

Attend, as required, weekly jobsite progress meetings with project architects, engineers, and construction managers, mandatory pre-bid meetings and jobsite walk-throughs, and school site council and community meetings in support of the bond program. *E*

Prepare and monitor intergovernmental agreements, right-of-way, and easement agreements that are necessary to enable construction. Prepare periodic internal and external reports, such as those required by the state. *E*

Meet with principals and department heads during planning of special projects. Arrange on-site meetings with contractors concerning special projects. Visit special project job sites and supervise during construction process. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE: Required prior to employment.**

Any combination equivalent to: bachelor's degree in architecture from an accredited college or university, verifiable fifteen (15) years of professional architectural experience, increasingly responsible supervisory and/or management or related experience in area of specialty. At least five (5) years of management and administrative experience, preferably in architectural design, construction, maintenance and alteration of buildings, as it relates to public schools.

**LICENSES AND OTHER REQUIREMENTS: Required prior to employment.**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Organizational development principles and practices.

Construction management methods.

Architectural methods and techniques.

Civil, electrical, mechanical, structural, and landscape engineering principles and practices pertinent to schools and related buildings.

Modern building construction methods and materials and of the preparation of cost estimates and specifications.

Site planning.

Research methods and report writing techniques.

Principles, concepts and techniques in architecture as related to the successful administration of major activities and projects.

Architectural principles and practices related to the planning, organization and implementation of varied projects in the design, installation, operation and modification of sites and facilities of a large school district.

Terminology, methods, practices, and techniques used in report preparation.

Sufficient human relations skill to convey technical engineering concepts; to "sell" project concepts; to facilitate, lead, and guide performance of professional, trades, and technical employees; and to work cooperatively with internal and external customers.

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Technical writing skills sufficient to prepare project specifications, requests-for-proposal, process documentation, and external communications.

Accurate budget preparation and control.

Proven experience and ability to develop CPM schedules.

Principles and practices of administration, supervision and training.

Industrial and regulatory standards and design criteria in architecture as it relates to schools including Division of State Architects, California Department of Education and Office of Public School Construction.

Applicable laws, codes, regulations, policies and procedures.

Applicable statutes, regulations and sections of the State Education Code and other applicable laws.

Occupational health and safety rules and regulations.

Planning, organization and direction of business functions of a department or site.

District organization, operations, policies, objectives and goals.

Analytical and problem-solving abilities.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Current software applications and operation of a computer to enter data, maintain records and generate reports.

**ABILITY TO:**

Establish and maintain cooperative and effective working relationships with a diverse range of people.

Work independently and effectively with minimum direction.

Assist in training, read, interpret, comprehend, apply and explain rules, regulations, policies and procedures.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Maintain current knowledge of technological advances in the field.

Maintain current knowledge of applicable provisions of applicable federal, state and district laws, rules and regulations.

Plan and organize work to meet schedules and timelines.

Compile and verify data and prepare reports.

Communicate effectively both orally and in writing; understand and follow both oral and written directions effectively.

Prepare and deliver oral presentations and in-services.

Learn new or updated computer systems and/or software programs to apply to current work.

Demonstrate loyalty and high ethical standards.

Focus and appropriately allocate resources toward identified goals.

Manage change and design an effective system of reporting progress and monitoring results.

Negotiate skillfully in difficult situations and create solutions to promote compromise.

Think outside the box and develop new methods or solutions inspiring others to reach a common goal.

Communicate using patience and courtesy in a manner that reflects positively on the organization.

Actively participate in meeting District goals and outcomes.

Apply integrity and trust in all situations.

Provide leadership and direction in assigned functions.

Coordinate the development of major construction projects.

Analyze situations accurately and adopt an effective course of action.

Train and evaluate the performance of assigned staff.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Operate a computer and assigned office equipment.  
Meet schedules and timelines.  
Work independently with little direction.  
Plan and organize work.  
Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports and files related to assigned

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and construction site environment; driving a vehicle to conduct work; occasional contact with dissatisfied individuals. Indoor and outdoor environments; frequent interruptions.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and analyze reports; dexterity to operate a computer or other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials. Climbing on ladders and scaffolding to inspect work; walking, bending, stooping and reaching to inspect projects; seeing to inspect work; speaking to exchange information.

**HAZARDS:**

Reviewing projects during demolition and construction; working at heights.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

***E = Essential Functions***