

City and County of San Francisco



Department of Human Resources

Gavin Newsom  
Mayor

Micki Callahan  
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE  
HUMAN RESOURCES DIRECTOR**

Date: January 20, 2010

Re: **Notice of Proposed Classification Actions –Final Notice No. 26 FY 2009/2010 (copy attached)**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective January 20, 2010.

Micki Callahan  
Human Resources Director

by: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Steve Ponder", written over a horizontal line.

Steve Ponder  
Classification and Compensation Manager  
Human Resources

cc: All Employee Organizations  
All Departmental Personnel Officers  
Micki Callahan, DHR  
Cathy Abela DHR  
Carmela Villasica, DHR  
Linda Cosico, DHR  
Christina Fong, DHR  
Rich David, DHR  
Anita Sanchez, CSC  
Harvey Rose, Budget Analyst  
Tinhha Luong, CON  
Ron Bladow, MTA  
Johnny Zabala, CON  
RAS Team Leader(s)  
DHR Support Services  
File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY  
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

**Posting No:** 26  
**Fiscal Year:** 2009/2010  
**Posted Date:** January 11, 2010

***RE-ESTABLISH THE FOLLOWING SFUSD JOB SPECIFICATION:  
(Final job specification attached.)***

**Item #**

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1 Director Of Buildings And Grounds, SFUSD

**For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933 or email her at [Cathy.Abela@sfgov.org](mailto:Cathy.Abela@sfgov.org).**

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at: <http://www.sfdhr.org/index.aspx?page=109>

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
Anita Sanchez, CSC  
Harvey Rose, Budget Analyst  
Christina Fong, DHR  
Carmela Villasica, DHR  
Linda Cosico, DHR  
RAS Team Leader(s)  
DHR Support Services  
Martin Gran, DHR  
Steve Ponder, DHR  
Cathy Abela, DHR  
Clare Leung, MTA  
Elizabeth Rezaee, SFUSD

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

CLASS TITLE: DIRECTOR OF BUILDINGS AND GROUNDS, SFUSD      CODE: 5107  
Business Unit: SFUSD

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, manages the administration and operation of the school district's Buildings and Grounds Division; ensures district-wide purchasing, warehousing, maintenance and construction services; directs supervisory personnel engaged in providing such services; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

This is a one-position classification distinguished by its accountability for the operations of the Buildings and Grounds Division and its sections. The position is responsible for developing, coordinating, interpreting and evaluating division objectives, methods, policies, and procedures. The incumbent in this position is responsible for analyzing and solving administrative and technical problems affecting the operations of the division and its sections. Additionally, the incumbent will be responsible for representing the division to school district personnel, officials, and members of the general public.

EXAMPLES OF DUTIES:

1. Prepares and administers the annual budget for the Buildings and Grounds Division.
2. Oversees the administration and operation of the Buildings and Grounds sections including Facilities Planning, Work Control, Production, Warehousing and Purchasing. Coordinates and approves policies and procedures of the sections; resolves conflicts between sections.
3. Administers the school district's security program; contracts for security services; evaluates services as required; investigates and assigns others to investigate security problems; coordinates security matters with the Police Department, District Attorney's Office, Juvenile Court system, and the district's Legal Division.
4. Develops and enforces the school district's safety program including day-to-day precautions and the district's Emergency Operations Plan covering major disasters.
5. Initiates the preparation of plans and specifications; reviews and approves cost estimates relating to major maintenance or construction projects; determines priority of projects; negotiates and authorizes changes in plans and specifications.
6. Evaluates the performance of contractors and vendors in fulfilling contractual obligations; approves or disapproves of completed work; authorizes payments for work completed.
7. Represents the Coordinator of the Office of Management Services in meetings connected with the maintenance, repair, and operation of school facilities and buildings, and purchasing and warehousing matters; recommends policies, objectives and procedures to the Board of Education for approval; attends Board of Education meetings as required.
8. Directs the preparation of purchase specifications for new and special equipment, products, supplies, and tools used in maintenance, repair or alteration of school buildings; checks bids and recommends acceptance or rejection.

CLASS TITLE: DIRECTOR OF BUILDINGS AND GROUNDS, SFUSD    CODE: 5107  
Business Unit: SFUSD

MINIMUM QUALIFICATIONS:

Training and Experience: A minimum of an Associate of Arts degree majoring in Business Administration or a Bachelor's degree in Mechanical or Electrical Engineering or the equivalent.

Requires a minimum of eight (8) years of progressively responsible experience in the construction, maintenance and operation of facilities and buildings, including five (5) years of responsible supervisory and administrative experience or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires extensive knowledge of buildings and grounds maintenance, repair and construction methods and techniques; principles and practices of warehousing and purchasing; business administration practices as related to maintenance and warehouse management; laws, ordinances and regulations applicable to public buildings and grounds maintenance, warehousing and purchasing.

Requires considerable ability to: plan, organize, direct, control, and coordinate the operation of inter-related organizations; analyze technical and administrative problems and develop solutions to such problems.

ADOPTED: April 29, 1982

Re-established: 1/20/10