

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

DIRECTOR OF FACILITIES, CONSTRUCTION, MAINTENANCE, AND PROPERTY

QUALIFICATIONS:

- (1) Master's Degree in Educational Leadership and supervisory management experience, preferably related to educational facilities, planning, construction contract management, and preferably in a public agency environment. –Or–
- (2) Bachelor's Degree in Architecture, Engineering or Building Construction from an accredited college or university with professional registration by the State of Florida and supervisory management experience, preferably related to educational facilities, planning, construction contract management, and preferably in a public agency environment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Florida law as it pertains to school facilities and construction contracting and property control. Knowledge of Florida Department of Education State Regulations for Educational Facilities (SREF). Knowledge of Florida's requirements for financing educational facilities construction, developing and implementing a five year educational plant survey and a five year facilities work plan. Knowledge and experience in the educational facilities information system (EFIS). Technical knowledge of design and construction. Demonstrated written and oral communications skills. Ability to analyze construction needs and renovations in relationship with demographics. Ability to plan, to manage and to supervise.

REPORTS TO:

Superintendent

JOB GOAL

To manage, supervise and lead the Facilities Division to fulfill the facility needs and goals of the District and to serve as the Superintendent's staff officer for all facilities related issues and projects.

SUPERVISES:

Staff assigned to Construction Projects
Electronic Technicians
Secretary

PERFORMANCE RESPONSIBILITIES

- (1) Manage facilities planning at all school facilities.
- (2) Manage maintenance and operations of all school facilities.
- (3) Manage environmental services for all school facilities.
- (4) Coordinate all facilities division departments.
- (5) Assure that all construction projects are in accordance with Department of Education regulations and Florida statutes.

Board Approved January 20, 1998
Amendment Board Approved April 15, 2003
Amendment Board Approved February 19, 2008

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DIRECTOR OF FACILITIES, CONSTRUCTION, MAINTENANCE AND PROPERTY (Continued)

- (6) Assure that all construction projects are in accordance with drawings and specifications.
- (7) Effect liaison and coordination of private architects commissioned by the School Board, arrange for and promote coordination between the architect, educational specifications committees and administrators.
- (8) Develop and recommend both annual and specific capital outlay project budgets.
- (9) Coordinate with State Department personnel consultant services, surveys, and inspections as required for the benefit of the School District.
- (10) Assist in the preparation of the School Board agenda, preparing departmental action items of routine and priority nature, as well as reports.
- (11) Provide for engineering research on mechanical and electrical equipment used in plants and, in conjunction with County-wide plant maintenance, develop maintenance procedures for such equipment.
- (12) Plan and coordinate the acquisition and placement of appropriate portable buildings which meet specifications.
- (13) Provide structural assessment for all facilities.
- (14) Identify engineering needs and upgrades in facilities and take appropriate action to meet those needs.
- (15) Travel to various sites in the District.
- (16) Manage and direct the Department of Education educational facility survey requirements.
- (17) Develop the budget for implementation of the construction, re-modeling and maintenance program including local capital funds as well as the various P.E.C.O. projects.
- (18) Manage, in concert with financial consultants, the financial matters relating to construction, including development and follow-through with public referenda as may be required.
- (19) Arrange for the purchase or disposal of real property for the Board to include approval by Department of Education, appraisals, negotiations, etc.
- (20) Arrange all leases for temporary facilities.
- (21) Arrange for the lease of real property for the Board's use, such as the warehouse, health unit at Marianna Middle School.
- (22) Ensure compliance with all AHERA regulations regarding asbestos.
- (23) Direct the required safety and sanitation inspections and reports.
- (24) Coordinate with carrier and other programs of insurance for buildings, property and liability.
- (25) Manage the real property and equipment program for the District.
- (26) Announce public projects, advertise for services of design professionals, follow the Consultants Competitive Negotiation Act in selecting design professionals, and contract for their services.
- (27) Work with school administrators and directors to develop educational specifications for construction projects to be approved by the Board and used by the project architect for development project plans.
- (28) Negotiate construction contracts.
- (29) Coordinate all occupancy inspections and other construction cost data, etc., required by the Department of Education.
- (30) Coordinate all purchases of new furniture and equipment for construction projects.
- (31) Coordinate all landscaping for construction projects.
- (32) Consult on Risk Management issues for maintenance employees.
- (33) Coordinate maintenance activities and inspections.
- (34) Arrange in-service and training for maintenance employees.

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DIRECTOR OF FACILITIES, CONSTRUCTION, MAINTENANCE AND PROPERTY (Continued)

- (35) Provide necessary framework for fiscal audits of all day labor projects conducted by maintenance personnel and provide for projects tracking of expenditures.
- (36) Use effective, positive interpersonal communication skills.
- (37) Perform other incidental tasks consistent with the goals and objectives of this position.
- (38) Other duties assigned by the immediate administrator or supervisor.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects. Ability to gain access to portions of buildings, such as roofs, mechanical rooms, etc.

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, pay grade 12-15
12 months
7.5 hours per day

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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