

Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear. The employee is required to stand and walk; use hands to finger, handle or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.
Work Environment	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment may be high at project sights, but is usually moderate in the office.

REPORTS TO Executive Director Facilities Management

GENERAL RESPONSIBILITIES

1. Serves as the architectural representative for the Facilities Management Department.
2. Develops and/or reviews architectural plans to ensure compliance with established standards.
3. Serves as liaison with The Florida Department of Education Office of Educational Facilities on educational plant surveys, facilities lists, 5-Year Work Plan, and Florida Inventory of School Houses (F.I.S.H.) database.

SPECIFIC RESPONSIBILITIES

1. Assists in departmental activities including the development of policies and procedures in compliance with the School District policies, Florida Statutes, Florida Department of Education Rules and sound business practices.
2. Assists in development and implementation of short and long-range plans as assigned.
3. Participates in budget preparation and administration; prepares cost estimates for budget recommendations.

4. Coordinates with outside architects and engineers, government agencies, vendors, utility companies and contractors for project services including project permitting.
5. Coordinates the development of educational specifications.
6. Compiles support specification data from departments and reviews the educational specification in the developmental phase with assigned design consultants for School District capital outlay projects.
7. Provides technical planning assistance to other District departments involved with the implementation of the School District's Capital Plan.
8. Manages assigned projects to ensure timely completion, ensuring adherence to School District policies.
9. Assists in preparing and updating the manual of directives for design consultants with standardized materials and equipment, design criteria and procedures for school design and construction.
10. Oversees the translation and preparation of educational specifications and their implementation into capital outlay projects.
11. Assists in educational plant surveys and assimilation of FISH documents.
12. Participates in preparation of survey recommendations, spot surveys and provides other information necessary to facilitate and acquire approval for facilities remodeling, renovation and construction.
13. Supervises implementation, preparation, review and approval of detailed project plans for portable classroom placement at school sites.
14. Maintains project records, architectural and engineering construction plans for the District.
15. Manages the inventory, installation, maintenance and disposal of all portables.
16. Conducts construction plan and specification review verifying compliance with all Federal, State and Local codes, rules and regulations and District policy.
17. Conducts construction project inspection to verify contractor compliance with the approved plans and specifications.
18. Performs other duties as assigned.