

## JOB DESCRIPTION

TITLE                                 DIRECTOR OF PROJECT MANAGEMENT  
  FACILITIES MANAGEMENT DEPARTMENT

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Bachelor's degree in Building Construction or Architecture with ten years experience in a government agency or private firm doing work in design and construction of educational facilities. Experience in the administration and direction of construction activities required. Basic computer skills required (e.g., ability to use email).
Language Skills	Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or the school board.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
Certificate/License	N/A
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; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the 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 is usually moderate.

**REPORTS TO**              Executive Director, Facilities Management

#### **GENERAL RESPONSIBILITIES**

1. Directs all personnel in the Department of Project Management to ensure that remodeling, renovations, and new construction projects proceed in accordance with applicable building codes and proceed in a timely, efficient and cost-effective manner.
2. Develops, maintains and executes School Board policies related to facilities construction.

#### **SPECIFIC RESPONSIBILITIES**

1. Represents the District in matters pertaining to new construction, renovation, and remodeling of District facilities, working with the architect or engineer whenever such professional services are required for a specific project.
2. Assists in the development of architectural/engineering design guidelines and guideline specifications for new construction and remodeling.
3. Ensures that all facilities projects are constructed in accordance with plans and specifications, Department of Education regulations, applicable codes, Florida Statutes and other areas of appropriate compliance.
4. Manages construction contracts, payment disbursements and change order documents in accordance with established policies.
5. Establishes and supervises project schedules for construction. Monitors all projects for adherence to schedule and budget.
6. Makes periodic inspections of projects underway to note contract compliance and observance of safety regulations. Reports discrepancies to the project architect or engineer responsible for corrective action and follows up to ensure corrective action is taken.
7. Attends all pre-bid conferences and bid openings for construction projects, reviews bid award and makes recommendations to the Executive Director, Facilities Management.
8. Evaluates projects and services of construction professionals under contract with the Board.

9. Directs, supervises and supports the department's project managers and quality assurance inspectors involved in project management and quality assurance program.
10. Works closely with the District Architect and the Director of Maintenance/Operation to ensure all construction projects and maintenance projects are designed and constructed in accordance with the latest building codes.
11. Assists in developing and implementing cost conscious planning and construction processes that result in cost efficient facilities.
12. Ensures compilation of as-built records including appropriate drawings, specifications, product data, warranties and other related data are maintained during construction and delivered to School Board's records vault.
13. Prepares School Board agenda items related to construction projects, and submits to the Executive Director, Facilities Management.
14. Provides input into the Five-Year Facility Survey and spot surveys as needed. Participates in the appropriation of project funds to comply with all Federal, State and local guidelines and regulations.
15. Provides input into the District 5/10/20 Year Capital Plan. Ensures coordination as required by statute with local governmental agencies.
16. Performs other duties as assigned.