

JOB DESCRIPTION

TITLE EXECUTIVE DIRECTOR OF FACILITIES MANAGEMENT

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, Engineering or Architecture or related field. Five 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 planning and construction activities.
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 district School Board.
Mathematical Skills	Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, analysis of variance, correlation techniques, sampling theory, and factor analysis.
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 regularly required to sit. The employee is required to talk and hear. The employee is required to stand and walk; use hands to finger, handle or

feel; reach with hands and arms; stoop, kneel, crouch, and crawl. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception 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 Chief Operational Officer

GENERAL RESPONSIBILITIES

1. Directs all personnel in the Department of Facilities Management. Ensures facility remodeling, renovations, and new construction projects proceed in accordance with applicable building codes and proceed in a timely, efficient and cost-effective manner. Ensures facilities and grounds are maintained and repaired in a timely and efficient manner.
2. Develops, maintains, and executes School Board Policies related to construction and maintenance of District facilities and ensures compliance with applicable codes.
3. Develops applicable sections of the District Capital Improvement Plan.

SPECIFIC RESPONSIBILITIES

1. Directs the new construction, renovation, and remodeling of District facilities, coordinating with the District Architect, Director of Maintenance, Director of Technology, Director of Security and Environmental Management whenever such professional services are required for a specific project.
2. Ensures that the development of educational specifications for new construction, maintenance and remodeling result from an identification of programmatic need through input and coordination with various user groups.
3. Represents the school district in matters pertaining to obtaining appropriate building permits for new construction, renovation, and remodeling of school district facilities.
4. Directs and supervises all employees in the department according to the District organization chart.
5. Directs and manages design and construction contracts.

6. Coordinates with the Director of Project Management to establish and supervise project schedules for planning and construction.
7. Ensures all construction and maintenance projects are designed and constructed in accordance with the latest building codes.
8. Reviews construction plans and specifications to ensure health, safety, security and maintenance needs are addressed.
9. Manages the inventory, installation, maintenance and disposal of portables.
10. Responsible for construction project inspection, ensuring contract compliance and project safety. Reports discrepancies to the project architect or engineer responsible for corrective action, ensures corrective action is taken.
11. Attends all bid openings for construction projects and reviews bid awards.
12. Approves all school facility reports and documents prior to being submitted to the Department of Education.
13. Prepares School Board agenda items related to maintenance and construction projects.
14. Maintains architectural and engineering construction plans for the District.
15. Develops construction specifications consistent with efficient life cycle analyses, energy efficiency standards, and evaluations of past prototype schools.
16. Participates in the development of the Five-Year Facility Survey and spot surveys as needed. Participates in the designation of project funds to comply with all Federal, State and local guidelines and regulations.
17. Assists preparing the District 5/10/20 Year Capital Plan.
18. Establishes and maintains the District's Facility Asset Database.
19. Responsible for supervising the District's Energy Management Program.
20. Responsible for conducting post occupancy evaluations and, when necessary, take corrective action to eliminate or prevent undesirable facility issues.
21. Coordinates the selection committee that evaluates and selects contractors for construction, design and maintenance related service contracts.
22. Performs other duties as assigned.