

Job Title:	<b>Construction and Facilities Design, Director</b>	Job Code:	<b>5022</b>
Job Family:	<b>Non-Certified</b>	FLSA Status:	<b>Ex – E</b>
Pay Program:	<b>Administrative</b>	Pay Range:	<b>L15</b>
		Work Year:	<b>12 months</b>

**SUMMARY:** Responsible for planning, construction renovation and maintenance of district facilities. Provide leadership, guidance, direction, coordination and administrative services among and between these areas. Oversees the operations of new construction, renovations, facility utilization, and maintenance. Has responsibility for creating and administering building funds, capital reserve funds and department operating budgets.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Responsible for providing leadership, direction, coordination, and administration of the construction and facilities design staff. Manager and deliver all district construction projects including but not limited to feasibility, project budget, schedule, construction and facilities design, quality control, and warranty. Provides guidance to senior leadership on project related scope decisions as they relate to construction projects within the district.	D	30%
2. Manage, in collaboration with financial services, the investment of a \$350M general obligation bond, to ensure general obligation bond investment meets promises made to the community, is accounted for over the course of the bond timeline and maximizes the scope of investment for district facilities. Develop and manage mechanisms for reporting status of implementation of the general obligation bond.	D	30%
3. Collaborate with district senior leaders, Learning Services, Communications, school leaders and community members to ensure broad stakeholder input on capital improvement projects. Provide information regarding district facility conditions, ensures proper accurate and timely data collection for reporting on board of education policy end statements.	D	25%
4. Ensure facility plans meet both the educational goals of the district as well as all applicable regulatory requirements. Collaborate with the district Planning Manager to develop and maintain the District Facilities Master Plan.	D	5%
5. Lead the District's construction and facilities development team to provide highly effective team vision, direction, supervision and evaluation in accordance with District goals, policies, processes and guidelines. Works with Financial Services on development of budgets for construction and facilities design departments.	D	5%
6. Perform other duties as assigned.	Ongoing	5%
<b>TOTAL</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree from an accredited college or university in business, public administration, engineering or related field required; master’s degree preferred.
- Five (5) to ten (10) years of experience as a school/school district administrator preferred
- Minimum of five (5) years of planning experience

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Professional Engineer registration or AICP Certified Planner preferred.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to promote and follow Board of Education policies, District policies, building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize the appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Demonstrated skills in facilities planning including design, construction and regulatory compliance
- Knowledge of city, county, state and federal planning programs and practices
- Demonstrated ability to develop, interpret and evaluate facility plans and associated budgets
- Knowledge and understanding of the construction process, building codes and standards
- Excellent written and verbal skills
- Strong networking skills both within the organization and with external constituents

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Personal computers including MS Office suite and Google Apps

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	JOB CODE
<b>Reports to:</b>	Chief Operating Officer	3075

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>	Coordinating Architect	1	5040
	Construction Project Managers	2-3	4090
	Facilities Planner	2-3	5041
	Bond Construction Project Manager, Sr.	2	B4098
	Bond Construction Project Manager	2-3	4093

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.
- Responsible for interviewing, hiring and training employees; planning, assigning and directing work; performance appraisals; rewarding, disciplining and terminating employees; addressing complaints and resolving problems.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Responsible for development of short- and long-range district facilities budgets

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3

Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel			X	
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare			X	
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize				X
Evaluate			X	
Interpersonal Skills				X
Compile				X
Negotiate			X	

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	x
Ability to adjust focus	x

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	