

Job Title: **Facilities Design Manager**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Typical Work Year: **12 months**

Job Code: **5081**
 FLSA Status: **Ex - E**
 Pay Range: **L 13**

SUMMARY: Manage Facilities Design team. Responsible for the development of facility needs plans based on data from multiple building management software programs. Works closely with Construction Manager, Learning Services, and district leadership to ensure scope of bond and capital improvement projects aligns with facility needs. Assist in the development of future bond programs. Participates in community engagement through the districts Long Range Planning Advisory Committee. Provides analytical data regarding building conditions as requested.

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.*

Job Tasks Descriptions	Frequency	% of Time
1. 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%
2. Manages the district asset management databases including establishing protocols and processes. Works with the facilities and design team to develop processes and procedures for assessing and tracking district facility assets and deficiencies. Responsible for the maintenance and updating of record documents for district facilities. Prepare regular and special reports related to capital improvement projects and bond planning. Resolve problems related to incomplete or incorrect bond project data in the district facilities management software systems. Select architectural, engineering and construction management firms.	M	10%
3. Manage and assign planning activities to Facilities Design team, serve as principal facilities design manager; Provide expertise, guidance, assistance and necessary documentation to staff, senior management, and other district personnel.	W	15%
4. Collaborate with the district Planning Manager to develop and maintain the District Facilities Master Plan.	W	10%
5. Provides guidance and direction to the Facilities Design Team on the development of the district educational specifications and technical guidelines, master plans, code compliance documents, and ADA compliance.	D	20%
6. Ensure the scope for facility improvements meets both the educational goals of the district as well as all applicable regulatory requirements and codes. Work closely with the Construction Manager to assist with program management of bond and capital construction projects through participation in project design and review of projects at each phase of development for compliance with educational and technical specifications and District Facilities Master Plan.	D	15%
7. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in architecture or a related field. Five (5) additional years of similar or relevant experience may be substituted for this requirement.
- Minimum of five (5) years of experience in capital improvement planning with an emphasis on PK-12 facilities.
- Previous supervisory experience preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Architectural License Required
- Criminal background check required for hire.
- Ability to travel among school locations.

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 appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to manage the planning, development, design, and implementation of assigned program. Including tracking schedules, resources, issues, due dates, tasks and monitors project’s expenditures against the budget
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work collaboratively with others to maintain thorough knowledge of capabilities, and to ensure that all communications between departments and stakeholders are accurate and correct
- Preferred experience with Cost Lab and Planning Direct.
- Preferred experience with large capital improvement programs.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to:	POSITION TITLE	JOB CODE
	Chief Operating Officer	3075

Direct reports:	POSITION TITLE	# of EMPLOYEES	JOB CODE
	Architectural/Engineering Technician	1	5023
	Facilities Planner	3	5041

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Make recommendations related to developing, administering, monitoring, coordinating and initiating requisitions for project budgets and integrating the budget into the overall bond program.

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		

WEIGHT and FORCE DEMANDS:	Amount of Time
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	None	Under 1/3	1/3 to 2/3	Over 2/3
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			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			

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

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	