



Job Description

Job Title: **Facilities Executive Director**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **May 2013**

Job Code: **040801**
 FLSA Status: **Exempt - E**
 Pay Range: **L 16**
 Work Year: **12 months**

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. Works in conjunction with the Chief Operations Officer on intergovernmental agreements (IGA), property management and long range planning. 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.*

Job Tasks Descriptions	Frequency	% of Time
1. Responsible for and provides leadership, direction, guidance, coordination, supervision, and administration for district facility operations including new construction, renovations, planning, design, maintenance, custodial and energy. Responsible for ensuring compliance with Board of Education operating limitations. Ensures proper, accurate, and timely data collection for reporting on BOE policy end statements.	Daily	40%
2. Responsible for approval of budgets for facility planning, construction, design, maintenance, custodial, energy, admissions and property management departments.	Monthly	20%
3. Responsible for, participates in, coordinates and provides leadership to the development of the district's long-range facility planning and utilization. Collaborates with the district's facility planning team and Chief Operating Officer for the acquisition and sale of real estate. Develops, mentors, and provides leadership for collaborative work teams to address all facility related issues.	Monthly	20%
4. Responsible for, evaluates, recommends and implements appropriate staffing levels for each department. Provides or ensures through direct reports, timely, accurate and appropriate evaluation and feedback of staff performance in accordance with District guidelines.	Monthly	10%
5. Services as the secondary designee in the absence of the Chief Operations Officer. Executes the duties and responsibilities identified in BOE operating limitations during the Chief Operating Officer absences.	Monthly	5%
6. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- MBA or other Master's Degree in Business, Construction Education, or related field preferred.
- Experience as a school administrator preferred.
- Minimum of seven years management and administration experience in planning, construction, and facilities management, preferably with an education institution.
- Must successfully complete current district training for supervision of Classified Staff within one year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Licensed Architect or Professional Engineer preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent written and verbal skills.
- Excellent leadership, coaching and mentoring skills.
- Ability to understand complex construction contracts and technical specification.
- Ability to work with internal and external legal counsel.

- Ability to develop, evaluate, and manage budgets.
- Ability to understand and use financial information such as the Comprehensive Annual Financial Report (CAFR).
- Ability to promote and follow Board of Education policies, Superintendent 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.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office Suite and Google Apps.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of database systems.
- Operating knowledge of project management software

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Operating Officer	3075

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Facilities Development Manager	1	071106
	Facilities Manager – Mechanical and Energy	1	050301
	Facilities manager – Custodial	1	071107
	Facilities Manager – Building & Outside Services	1	040701
	Real Estate & Property Manager	1	060621
	Planning Manager	1	5011
	Administrative Assistant	1	070716

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Manage Capital Reserve Program, and Building Fund Budgets.
- Responsible for the development of the budget and submitting changes or requesting increases in these 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			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	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		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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.	
Close vision (clear vision at 20 inches or less)	X
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	X

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