



Job Title: Director – Facilities Planning

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Administrative – 6

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to ensure a cost effective and efficient delivery of services related to planning, design, and construction of quality educational environments and to oversee all functions of facilities budgeting, design, construction, renovation, and remodeling.

ESSENTIAL JOB FUNCTIONS

- Performs and supervises architectural, engineering, and administrative work of significant difficulty as required.
- Develops and manages the Facilities Planning budget.
- Supervises and prepares educational specifications in conjunction with heads of departments for the various educational services.
- Consults with and advise architects and engineers in the planning, design, working drawings, and specifications for new construction.
- Directs the review of final plans and specifications for compliance with State Board of Education regulations, School Board policies, and other applicable codes.
- Reviews bids submitted by contractors and makes recommendations to supervisor for award of contract.
- Supervises the inspection of buildings under construction to ensure compliance with plans and specifications.
- Makes recommendations to the School Board, through the Assistant Superintendent, regarding acceptance and final payment by the Board for construction projects.
- Directs the preparation of plans, specifications, and cost estimates for maintenance and capital improvement projects.
- Approves or rejects invoices and scheduled pay requests by general contractor for work completed.
- Supervises the preparation of the agenda for School Board meetings relating to facility construction, remodeling, equipping, and related matters.
- Assists in the interpretation of programs, philosophy, and policies of the District to staff, students, and the community.
- Interacts with parents, outside agencies, businesses, and community to enhance understanding of District initiatives and priorities and to elicit support and assistance.

- Serves as liaison with the Florida Department of Education for assigned areas of responsibility.
- Responds to inquiries or concerns in a timely manner.
- Disseminates information and current research to appropriate personnel.
- Works directly with principals in planning facility work for those centers.
- Develops annual goals and objectives consistent with and in support of District goals and priorities.
- Maintains a network of peer contacts through professional organizations.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Approves leave requests.
- Prepares or oversee the preparation of all required reports and maintains appropriate records.
- Serves on District, state, or community councils or committees as assigned or appropriate.
- Represents, consistently, the District in a positive and professional manner.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree from an accredited educational institution in Architecture or related field.
- Master's Degree in a related field desired.
- Registered in the state of Florida as an Architect desired.
- Minimum of seven (7) to ten (10) years of progressively responsible experience in professional architectural/engineering/construction work or related field.
- Minimum of four (4) years of administrative or supervisory experience in educational facilities.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of construction, site, architectural, mechanical, and electrical engineering principles as they apply to the planning, construction, remodeling, renovation, and maintenance of school properties.
- Requires the ability to display knowledge of federal, state, and local statutes of the design and construction industries.
- Requires the ability to display knowledge of School Board policies and professional standards of the profession.
- Requires the ability to display knowledge of educational programs as they impact construction.
- Requires the ability to organize, plan, and prioritize activities.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to oversee, plan, and implement major programs and services for the organization.
- Requires the ability to develop policies, long range plans, and allocate funds.
- Requires the ability to perform work that involves high level issues, processes, or organizational needs.

- Requires the ability to interact with senior managers, citizens, and elected officials on a regular basis.
- Requires the ability to make recommendations that impact the budget and manage the budget within assigned department.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for word processing and/or accounting purposes.
- Requires the ability to create and guide implementation of capital improvement plans or programs.
- Requires the ability to create plans for and guide implementation of major construction projects.

PHYSICAL DEMANDS

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently. The work also requires the following physical abilities in order to perform the essential job functions: climbing, feeling, hearing, mental acuity, reaching, repetitive motion, speaking, standing, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: