



Job Title: **Facilities Resource Manager**

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: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 22

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD
JUNE 20, 2017
MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to develop, direct, and manage a program to meet present and future needs for buildings and facilities.

ESSENTIAL JOB FUNCTIONS

- Develops and maintains a comprehensive list of land, buildings, and facilities owned by the School District.
- Compiles, modifies and enters data online into the Florida Department of Education "Florida Inventory of School Houses" database.
- Conducts studies and makes recommendations concerning the acquisition or disposal of property and facilities.
- Coordinates the Placement of Portable and Modular Buildings.
- Interacts with officials at all levels to determine space and facility needs; explores alternative ways of fulfilling their needs.
- Inspects and studies existing buildings, structures, and facilities to develop plans and proposals, including cost estimates and schedules, for major rehabilitation and modernization work to be accomplished.
- Recommends whether projects are to be accomplished by in-house personnel or contracted.
- Monitors work activities and progress, notes problems or delays, and takes action to correct problems and return project to schedule.
- Interacts with contractors, vendors, in-house maintenance personnel, etc., to discuss projects, activities, and scheduling.
- Performs level of service determinations.
- Assists in developing the annual budget proposal.
- Prepares the District's Five Year Educational Plant survey and Tentative Work Plan.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Associate Degree in construction technology, maintenance planning and estimating, contract administration, or a related field.
- Five (5) years of progressively responsible experience in construction/maintenance planning and estimating which should have involved some experience in service contract development and administration.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of maintenance and construction techniques and methods.
- Requires the ability to display knowledge of materials, equipment, tools, etc., of the construction and maintenance trades.
- Requires the ability to display knowledge of acquisition and disposal of real estate.
- Requires the ability to display knowledge of contract development, management, and administration and pertinent laws and regulations.
- Requires the ability to display knowledge of various spreadsheet and data base computer software.
- Requires the ability to display knowledge of interpersonal relations.
- Requires the ability to design construction and rehabilitation projects.
- Requires the ability to estimate project costs.
- Requires the ability to display knowledge of routine word processing software and a familiarity with computer operations.
- Requires the ability to operate a computer keyboard and utilize standard software applications used by the District.
- Requires the ability to determine the approach for doing work using the guidelines provided.
- Requires the ability to perform work that encompasses advanced technical, scientific, legal, or mathematical concepts.
- Requires the ability to manage or administer grant funds.

PHYSICAL DEMANDS

While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, read printed materials and a computer screen, and communicate in person and over the telephone. Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crouching, grasping, hearing, kneeling, lifting, mental acuity, pulling, pushing, speaking, stooping, talking, and visual acuity.

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: