



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 0253  
Pay Grade: C11

FLSA: Exempt  
Administrative

<b>DIRECTOR, FACILITIES DESIGN AND CONSTRUCTION</b>
<b>REPORTS TO:</b> Chief Operations Officer
<b>SUPERVISES:</b> Professional, Technical, Supervisory Staff Support Staff
<b>QUALIFICATIONS:</b> Bachelor's degree from an accredited college or university in architecture, engineering, construction management or business administration and have a minimum of five (5) years of related experience in facilities planning, construction and/or maintenance management, finance, and design involving institutional/commercial projects. Must hold an architecture or engineering license. Minimum of five (5) years supervisory experience in facilities, design, construction, or related business.
<b>PREFERRED:</b> Related experience in management within a large governmental agency. Experience in and knowledge of: capital outlay budgeting; state, federal and local laws, regulations and policies; public school facilities planning; and current building codes. Experience in and ability to manage people and projects; writing and negotiation of construction and professional service contracts; budgeting and cost estimating; plan, organize and prioritize activities related to work assignments; and communicate effectively, both orally and in writing.
<b>MAJOR FUNCTION</b>
Position performs responsibilities in the coordination and management of the planning, design, and construction program for the district in accordance with legal and educational requirements. Oversees all project planning, budgets, design, and construction, including responsibility for educational specifications, real estate and concurrency services and environmental services.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Responsibilities encompass the overall direction and management of facilities, design and construction, educational specifications, and environmental services.</li><li>• Assigns projects to staff; directs the planning, budgeting, and scheduling of projects.</li><li>• Administers performance of design and construction contracts, coordinates and manages the efforts of architects / engineers and contractors to ensure attainment of specified quality standards for all contractual projects.</li><li>• Develops and manages the department budget and recommends capital outlay project budgets to the Five-Year Capital Outlay Committee.</li><li>• Coordinates project funding and expenditures for facilities, design and construction, educational specifications and environmental services.</li><li>• Assures all construction and maintenance project designs (plans and specifications) and work are reviewed, inspected, and accomplished in accordance with Florida Statutes, Florida Building Code (FBC) and Florida Department of Education (DOE) regulations.</li><li>• Ensures that projects and work assignments are completed within budget and on schedule.</li><li>• Serves as liaison with governmental agencies and the general public in matters relating to school and facility construction, renovations, and environmental conditions.</li><li>• Participates in and assists with design and construction litigation and dispute resolution.</li></ul>

## DIRECTOR, FACILITIES DESIGN AND CONSTRUCTION

### ESSENTIAL RESPONSIBILITIES (Continued)

- Assists in the preparation and monitoring of departmental school board agenda items, preparing departmental action items of routine and priority nature, as well as reports.
- Manages department staff regarding the environmental conditions of all facilities.
- Communicates district strategic plan, oversees employees' performance, provides guidance, support, identifies needs, and manages reciprocal relationships between staff and the district so that each is successful.
- Implements direct supervisory responsibilities in accordance with district policies, and applicable state and federal laws.
- Manages human capital in areas of recruitment and retention of employees in department or division to include interviewing, onboarding, training, and evaluating employee performance.
- Addresses complaints and resolves issues with employees to include rewarding and disciplining employees as appropriate.
- Performs other related duties as assigned.

### TERMS OF EMPLOYMENT

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

### HISTORY OF JOB CLASSIFICATION

ISSUED: 11/09 LMCK; BOARD APPROVED: 12/08/09; REVISED FORMAT, MQ, PG, ADA PK 02/14; BOARD APPROVED: 2/25/14; REVISED TITLE, RT, SUPERVISES, MQ, ER 12/20/23; PT BOARD APPROVED: 02/27/24

**DIRECTOR, FACILITIES DESIGN AND CONSTRUCTION**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy				X	
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job			X		

Director, Facilities Design and Construction – Administrative