



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 8440  
Pay Grade: E06

FLSA: Exempt  
PTS

<b>MANAGER, FACILITIES DESIGN</b>
<b>REPORTS TO:</b> Director, Facilities Design and Construction
<b>SUPERVISES:</b> Support Staff
<b>QUALIFICATIONS:</b> Bachelor's degree from an accredited college or university. Minimum of five (5) years related work experience.
<b>PREFERRED:</b> Bachelor's degree in Architecture, Electrical Engineering, Mechanical Engineering, Structural Engineering, or a related field. Registration as an Architect or Professional Engineer, by the state of Florida or obtain certification as a Uniform Building Code Inspector, in accordance with Sections 235.26(3) and 235.30, Florida Statutes in lieu of professional registration within one (1) year of hire as an architect or engineer. Possession of a valid state of Florida Class E noncommercial driver's license.
<b>MAJOR FUNCTION</b>
Performs responsible, professionally advanced, managerial and supervisory duties over the Design Section of the Facilities Design & Construction Department (FD&C). Provides administrative guidance, expertise, coordination and direction to personnel and activities involved with the design of new school facilities and additions, remodeling and renovations of existing school facilities. Work is performed under the general administrative direction of the Director of Facilities Design and Construction.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Manages assigned technical, professional, and clerical personnel performing specific planning, development, coordination, inspection, and record keeping duties related to new construction projects.</li> <li>• Tracks the progress of assignments through the numerous steps necessary to originate projects and bring such projects to bidding, award of contract, and completion of construction; provides frequent periodic reviews of checkpoints in progress of projects.</li> <li>• Responsible for acceptable project schedules, performances and execution.</li> <li>• Provides guidance to staff on expediting of assignments while maintaining prescribed architectural, construction, and DOE standards.</li> <li>• Supervises the preparation of agenda items for submittal to the school board.</li> <li>• Reviews Construction Coordinator's recommendations on approval of payment of pay requests for Contractors, design professionals (Project Architects/Engineers) and others and recommends the signature of the Director of Facilities Design and Construction to approve such payment.</li> <li>• Communicates and interprets both school board and school board Architect's policies to staff; provides advice on pertinent Florida State Statutes Chapter 6A-2 of the Rules of the State Board of Education for Educational Facilities and Sections 423 and 443 of the Florida Building Code.</li> <li>• Participates in the preliminary tasks involved in advertising for Project Architects/Engineers.</li> <li>• Applies specialized, advanced knowledge of the practices, techniques, and procedures of the construction industry relating to commercial and institutional type construction.</li> <li>• Applies advanced knowledge in the preparation, use, and interpretation of contract documents for construction (drawings, specification, addenda, agreements, performance and labor and material payment bonds, insurance certificates of substantial completion and final completion, etc.).</li> </ul>

## MANAGER, FACILITIES DESIGN

### ESSENTIAL RESPONSIBILITIES (Continued)

- Applies advanced knowledge of the practice of architecture, engineering, and contracting, and of State Board of Education administrative rules and regulations.
- 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: 10/17 PK BOARD APPROVED: 10/24/17; REVISED RT, MQ, ER 12/20/23 PT; BOARD APPROVED: 02/27/24

**MANAGER, FACILITIES DESIGN**

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

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