

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0254
Pay Grade: C11

FLSA: Exempt

DIRECTOR, FACILITIES

MAJOR FUNCTION:

Position performs responsibilities in the coordination and management of the Facilities Design and Construction and Maintenance program for the district. Oversees the Facilities Master Plan, all project budgets, design, construction and maintenance. The Director, Facilities reports to the Associate Superintendent, Institutional Services and has direct responsibility for the Real Property Management Department, Educational Specifications, School Board Architect, Maintenance Department and Energy Management.

DUTIES AND RESPONSIBILITIES:

- Responsible for the overall direction of Real Property, Educational Specifications, Facilities Design and Construction and Maintenance areas.
- Assigns projects to staff; directs the planning and scheduling of projects.
- Administers performance of construction contracts, coordinates and manages the efforts of architects/engineers and contractors to ensure attainment of specified quality standards for all contractual projects.
- Develops and recommends both annual and specific capital outlay project budgets to be submitted to the Three-Year Construction Committee.
- Coordinates project funding expenditures and fund balances between Real Property, Educational Specifications, Facilities Design, Construction, Maintenance, and Budget Departments.
- Assures all construction and maintenance projects are according to DOE regulations, Florida Statutes, within budget and on schedule.
- Assures that all construction projects are according to plans and specifications.
- Serves as chief liaison with governmental agencies regarding post-site acquisition in the areas of zoning, environmental considerations, permits affecting construction, interlocal agreements, DOE, etc. Controls and verifies associated change orders.
- Serves as chief liaison with private architects commissioned by the School Board; arranges for and promotes coordination between the architect, educational specifications and administrators.
- Represents the Superintendent of Schools in Design/Construction dispute appeals.
- Oversees the Central Plans and Documents Center located at Walter Pownall Service Center (WPSC).
- Maintains and updates all facility records.
- Recommend and monitors the implementation and maintenance of an up-to-date facilities records system, including appropriate drawings, specifications, warranties, approvals, facilities inventories, and other related data.
- Oversees the design and implementation of all in-house construction projects.
- Works closely with the Real Property Management and Pupil Assignment Departments in the development of long-range facility needs and site selection by the Superintendent of Schools.
- Directs the "Change in Board Facilities" program.
- Chairs the Sub-Project Review Committee (Sub-PRC.)
- Assists in the preparation of departmental School Board agenda items, preparing departmental action items of routine and priority nature, as well as reports.
- Plans and coordinates the design of portable buildings which are structurally and environmentally sound and designed for the purpose for which they are being used.
- Provides quality assurances of environmental conditions of all facilities.
- Performs other related duties as required.

DIRECTOR, FACILITIES

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's degree in Architecture, Engineering, Construction Management, Business Administration, or Public Administration plus ten (10) years of related experience in Construction Management, Finance, and/or Design involving large scale Institutional/Commercial projects. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

PREFERRED:

Related experience with a large governmental agency.

ISSUED: 5/91 BMP; BOARD APPROVED: 5/22/91; REVISED: 4/95 PBL; TITLE BOARD APPROVED: 5/9/95; REVISED 6/96 PBL; TITLE BOARD APPROVED: 6/26/96; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98

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.

DIRECTOR, FACILITIES

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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 keyboard to enter and transform words or data					X
21. Using a video display terminal					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 - ADM