



NEW: 07/01/2019  
 Submitted: 06/11/2019

JOB TITLE:	DIRECTOR FACILITY PLANNING
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8468
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Directs the planning and construction of capital improvements for the district and supervises the facility planning staff and inspectors.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Provides leadership and decisions in development of plans for all capital improvements
- Directs the design of all capital improvements, reviews all capital improvements designs and reviews and approves all bid specifications
- Develops and maintains appropriate program and design standards
- Coordinates projects with all maintenance departments
- Supervises computer-aided drafting programs
- Administers construction projects for the district, preparation of contracts, review of change orders and litigation in connection with the projects
- Establishes and maintains liaison with architect and engineer
- Establishes and maintains relationships with State Department of Education and regulatory agencies
- Supervises facility planning staff and construction inspectors
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping, fine manipulations, and pushing and pulling of arm controls. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements

**MINIMUM QUALIFICATIONS**

- Bachelor's degree
- Five (5) years of successful construction planning experience
- Large scale construction/renovation experience
- Valid driver's license
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

Master's degree or EG, LEED, AIA, PE certifications

Experience in school construction/renovation

Experience in a diverse workplace