



REVISED: Submitted:  
07/01/2023 03/28/2023

JOB TITLE:	EXECUTIVE DIRECTOR FACILITY PLANNING, DESIGN AND CONSTRUCTION SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Directs the planning, design 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; including educational facilities, administrative facilities, and athletic facilities

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

Collaborates with Diversity, Equity, & Poverty Division to support efforts and monitor progress toward meeting MWBE goals

Supervises facility planning staff and construction inspectors

Oversees real estate inquiries and property searches

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
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<b>DESIRABLE QUALIFICATIONS</b>
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Master's degree or EG, LEED, AIA, PE certifications
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Experience in school construction/renovation
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Experience in a diverse workplace
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