

# SCHOOL DISTRICT OF ESCAMBIA COUNTY

## JOB DESCRIPTION

### DIRECTOR II – FACILITIES PLANNING

#### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution in Architecture or related field.
- (2) Master's Degree in a related field desired.
- (3) Registered in the state of Florida as an Architect desired.
- (4) Minimum of five (5) years progressively responsible experience in professional architectural / engineering / construction work or related field.
- (5) Minimum of four (4) years administrative or supervisory experience in educational facilities.
- (6) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of construction, site, architectural, mechanical and electrical engineering principles as they apply to the planning, construction, remodeling, renovation and maintenance of school properties. Knowledge of federal, state and local statutes of the design and construction industries. Knowledge of School Board policies and professional standards of the profession. Knowledge of educational programs as they impact construction. Ability to organize, plan and prioritize activities. Ability to communicate effectively, both orally and in writing.

#### REPORTS TO:

Assistant Superintendent - Operations

#### JOB GOAL

To ensure a cost effective and efficient delivery of services related to planning, design and construction of quality educational environments.

#### SUPERVISES:

Manager IV - Construction Projects  
Manager - Facilities Resources  
Office Staff as assigned

Mechanical Engineer  
Professional Trades Personnel as assigned

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Perform and supervise architectural, engineering and administrative work of significant difficulty as required.
- \* (2) Develop and manage the Facilities Planning budget.
- \* (3) Supervise and prepare educational specifications in conjunction with heads of departments for the various educational services.
- \* (4) Consult with and advise architects and engineers in the planning, design, working drawings and specifications for new construction.
- \* (5) Direct the review of final plans and specifications for compliance with State Board of Education regulations, School Board policies and other applicable codes.
- \* (6) Review bids submitted by contractors and make recommendations to supervisor for award of contract.
- \* (7) Supervise the inspection of buildings under construction to ensure compliance with plans and specifications.

## **DIRECTOR II – FACILITIES PLANNING (Continued)**

- \* (8) Make recommendations to the School Board, through the Assistant Superintendent, regarding acceptance and final payment by the Board for construction projects.
- \* (9) Direct the preparation of plans, specifications and cost estimates for maintenance and capital improvement projects.
- \* (10) Approve or reject scheduled pay requests by general contractor for work completed.
- \* (11) Supervise the preparation of the agenda for School Board meetings relating to facility construction, remodeling, equipping and related matters.

### **Inter / Intra-Agency Communication and Delivery**

- \* (12) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- \* (13) Interact with parents, outside agencies, businesses and community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- \* (14) Serve as liaison with the Florida Department of Education for assigned areas of responsibility.
- \* (15) Respond to inquiries or concerns in a timely manner.
- \* (16) Disseminate information and current research to appropriate personnel.
- \* (17) Work directly with principals in planning facility work for those centers.

### **Professional Growth and Improvement**

- \* (18) Keep well informed about current trends and best practices in areas of responsibility.
- \* (19) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (20) Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.
- \* (21) Promote and support professional growth for self and others.
- \* (22) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- \* (23) Maintain a network of peer contacts through professional organizations.
- \* (24) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.

### **Systemic Functions**

- \* (25) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* (26) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- \* (27) Serve on District, state or community councils or committees as assigned or appropriate.
- \* (28) Represent, consistently, the District in a positive and professional manner.
- \* (29) Perform other incidental tasks consistent with the goals and objectives of this position.

### **Leadership and Strategic Orientation**

- \* (30) Provide leadership and direction for the assigned areas of responsibility.
- \* (31) Utilize appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \* (32) Exercise proactive leadership in promoting the vision and mission of the District.
- \* (33) Provide oversight and direction for cooperative planning with other agencies.
- \* (34) Set high standards and expectations for self and others.
- \* (35) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \* (36) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \* (37) Facilitate problem solving by individuals or groups.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

## **DIRECTOR II – FACILITIES PLANNING (Continued)**

Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

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

### **Job Description Supplement No. 10**

\*Essential Performance Responsibilities

## **ADMINISTRATIVE SALARY SCHEDULE – PAY GRADE 6**

**Date of Board Approval: August 21, 2001**

**Date of Revision: October 22, 2002; April 17, 2012**