

Director for Facilities and Construction

<u>Reports to:</u>	Assistant Superintendent for Operations
<u>Supervises:</u>	None
<u>Term of Employment:</u>	12 months
<u>Salary:</u>	Appropriate Central Office Administrator Salary Schedule
<u>FLSA Exempt/Non-Exempt:</u>	Exempt

- Qualifications:**
- **Construction background and project management experience**
 - **License in Architecture or Engineering preferred**

Essential Job Functions:

- Assists and advises the Administration on planning, design, renovations, expansion and construction of school facilities
- Assists in the planning of all construction and renovation projects
- Assists in the development and update of a facilities capital needs program
- Assists in the development and update of long range capital needs
- Assists in the development and update of cost analysis on all capital outlay items and establishes budgets
- Assists and advises the Maintenance department in construction code issues during in-house renovations and construction projects
- Assists the Board of Education in the development of time lines for the completion of capital outlay projects and in the process of selecting design services
- Assists and advises in the acquisition of property for school system expansion
- Negotiates the fees and assists in the preparation of the design contracts
- Reviews all renovation and construction plans and specifications during design phases, advising the Administration and other departments
- Coordinates the bidding process for all construction and renovation projects
- Evaluates and reports the progress and quality of all school projects during construction as the Board of Education's representative
- Prepares and submits governmental reports as required by laws or regulations to include minority business enterprise participation in school renovation and construction projects
- Assists Administration and Maintenance department in energy conservation
- Assists Maintenance department with implementation of building automation system for new facilities, renovations and additions
- Serves as advisor to the Board of Education's Construction and Maintenance sub-committee on planning, design, renovations, expansion and construction of school facilities
- Performs other duties and responsibilities as assigned by supervisor

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Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- operate a variety of equipment including computers, copiers, overhead projectors, and data projectors
- operate a motor vehicle
- compare, interpret, analyze and generate data and apply basic principals of statistics
- listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- respond appropriately to inquiries or complaints
- use tact and courtesy when working and dealing with community
- read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, proposals, contracts, policies, charts, spreadsheets, curriculum documents, staff development plans, educational forms and data
- write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
- speak before groups of people with poise, voice control and confidence
- apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- deal with abstract and concrete variables
- demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions
- interpret and carry out oral and/or written instructions
- demonstrate continued professional curiosity and growth
- communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- hear, speak, read, record, and explain information, communication, and procedures
- perform basic math functions to understand and interpret data, to balance budgets
- deal fairly with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situations