

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### DIRECTOR, Facilities Services

#### QUALIFICATIONS

- Master's Degree in Engineering, Business Administration, Public Administration, Facilities Planning, Educational Administration, OR
- Bachelor's Degree and five (5) years of management experience related to facilities plant design, construction, maintenance, and physical plant operation.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of organizational and management theory and practices.
- Ability to work and communicate effectively with people to strategically focus resources toward the achievement of District goals and objectives.
- Ability to identify and implement needed changes in an organization.
- Ability to provide effective customer service in difficult situations.
- Ability to interpret, develop, translate, and manage contracts.
- Knowledge in budgeting, financial modeling, planning, and scheduling.
- Computer oriented (Microsoft Office) and have a good technical background in facilities management.
- Possess skills to prepare detailed reports, organize work efforts, analyze and establish control systems, and good communication skills in written form and oral presentations.
- Knowledge of Florida law as it pertains to plant operations, maintenance, environmental regulations, and safety procedures.

#### SUPERVISION

**REPORTS TO** Executive Director for Operations  
**SUPERVISES** All Facilities Services Personnel

#### POSITION GOAL

***To ensure that the operation and maintenance of the physical plant is accomplished in an efficient, safe, and effective manner which best supports the educational process and needs of the District's students, faculty, and administration.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Model a professional code of ethics and values.
2. \*Respond to internal and external customers in a timely, accurate, courteous, and thorough manner.
3. \*Direct and supervise the examination of the District's school facilities on a regular basis for needed repairs and maintenance.
4. \*Direct the estimating, scheduling, and priority assignments of Department resources in maintaining the District's physical plant.
5. \*Provide the technical and administrative support to all Department personnel so that they can accomplish their assigned duties.
6. \*Direct the inspection and quality assurance of services performed by the Department, contractors, and consultants which have an impact upon the District's physical plant.
7. \*Provide technical and administrative assistance to consultants and contracts providing design, construction, and maintenance services to the District.
8. \*Oversee the recruitment, screening, and selection of Facilities Services personnel.

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9. \*Develop the Department budget and assist with developing the District's Capital Improvement Plan.
10. \*Plan and develop required reports and maintain timely and accurate information to determine Department resource allocations and scheduling.
11. \*Consult with District Administration in planning and developing a regularly scheduled preventative maintenance program.
12. \*Develop leadership in subordinates.
13. \*Assist with the screening and selection of consultants to perform professional technical services for the District.
14. \*Provide for the proper maintenance of personnel and administrative records for all Facilities Services personnel.
15. \*Responsible for continual personal development and keeping up to date on current research, trends, and best practices relevant to area of responsibility.
16. Perform other duties as assigned by the Executive Director for Operations.

*\*Denotes essential job function/ADA*

### EQUIPMENT / MATERIALS

Standard Office Equipment

### PHYSICAL REQUIREMENTS

#### Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

### PHYSICAL ACTIVITIES

#### Sitting

Resting with the body supported by the buttocks or thighs.

#### Standing

Assuming an upright position on the feet particularly for sustained periods of time.

#### Walking

Moving about on foot to accomplish tasks, particularly for long distances.

#### Climbing

Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.

#### Talking

Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

#### Hearing Acuity

The ability to perceive speech and other environmental sounds at normal loudness levels.

#### Visual Acuity

The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

### WORKING CONDITIONS

#### Indoors/Outdoors

The worker is subject to both environmental conditions. Activities occur inside and outside.

### TERMS OF EMPLOYMENT

#### PAY GRADE

**AO-02-B \$87,790 - \$134,668**

District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

#### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 02  
EEO-5 Line 06  
Function 8100  
Job Code 1448  
Survey Code 74005

#### FLSA

Applicable  
 Not applicable

Previous Board Approval

#### BOARD APPROVED

**June 27, 2017**  
**October 28, 1997**

ADA Information Provided by Joseph Ranaldi  
Position Description Prepared by Joseph Ranaldi