SEMINOLE COUNTY PUBLIC SCHOOLS
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 of administrative computer applications as related to departmental job functions.

REPORTS TO Executive Director for Facilities Planning

SUPERVISES All Facilities Services Personnel

POSITION GOAL

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

PERFORMANCE RESPONSIBILITIES

1. * Direct and supervise the examination of the District's school facilities on a regular basis for needed repairs and maintenance.
2. * Direct the estimating, scheduling, and priority assignments of Department resources in maintaining the District's school plant.
3. * Provide the technical and administrative support to all Department personnel so that they can accomplish their assigned duties.
4. * 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.
5. * Provide technical and administrative assistance to consultants and contracts providing design, construction, and maintenance services to the District.
6. * Oversee the recruitment, screening, and selection of Facilities Services personnel.
7. * Develop the Department budget and assist with developing the Division budget.
8. * Coordinate and supervise the Uniform Building Code Inspections, Parts A and B of the District's physical plant.
9. * Plan and develop required reports to determine department resource allocations and scheduling.
10. * Consult with District Administration in planning and completing a regularly scheduled preventative maintenance program.
11. * Assist with the screening and selection of consultants to perform professional technical services for the District.
12. * Provide for the proper maintenance of personnel and administrative records for all Facilities Services personnel.
13. Perform other duties as assigned by the Executive Director for Facilities Planning.

*Denotes essential job function/ADA

TERMS OF EMPLOYMENT

PAY GRADE
District Salary Schedule
AO-02-B $82,439 - $126,460
M-12 D-258 H-1935

POSITION CODES
PeopleSoft Position TBA
Personnel Category 2
EEO-5 Line 6

ADA CODES
2 Light Work
3 A-D/F/I/O-P/T-V
4 Indoors/Outdoors

BOARD APPROVED
October 28, 1997