

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### ASSISTANT DIRECTOR, Facilities Services

#### QUALIFICATIONS

- Bachelor's Degree in Engineering, Construction Management, or related field with five (5) or more years documented experience in engineering, construction, or facilities maintenance and operations preferred; OR High School Diploma or equivalence or Florida Special Diploma with ten (10) years of documented experience in facilities maintenance and operations.
- Experience in mechanical systems preferred.
- Five (5) or more years of documented experience supervising staff and managing capital programs.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of construction and building systems and technological applications related to job functions.
- Familiarity with State and Federal regulations appropriate to the management and operation of facilities maintenance and custodial services.
- Knowledge of project management techniques including planning, coordination, scheduling, and cost control.
- Knowledge of administrative computer applications, as related to departmental functions.
- Must have excellent communication, customer service, and problem-solving skills.
- Ability to clearly and succinctly communicate from organizational goals to specific tasks.
- Ability to develop and sustain positive working relationships.

#### SUPERVISION

**REPORTS TO SUPERVISES**      Director of Facilities Services  
Assigned Personnel

#### POSITION GOAL

***To assist the Director in maintaining the physical school plants in a condition of operating excellence and to oversee the District custodial services operation.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Plan, supervise, schedule, and coordinate assigned departments, programs, and staff.
2. \*Provide technical and administrative support to all maintenance department projects, assigned programs, and staff.
3. \*Assist Director in the planning, supervision, estimating, scheduling, and coordination of the work of all maintenance staff.
4. \*Assist Director in planning, preparation, budgeting, evaluating, and estimating of the maintenance and custodial services programs, and the department's operational and capital improvement plan.
5. \*Provide project management support for department, develop bid specifications, Request for Proposals, draft professional services contracts, and manage contract administration of consultants, contractors, vendors, and engineers providing contracted services for the department.
6. \*Conduct, plan, review, and ensure District compliance with all applicable codes, rules, and statutes.
7. \*Determine proper materials, supplies, and equipment for assigned projects and programs.
8. Perform other duties as assigned by the Director of Facilities Services and/or the Executive Director of Operations.

*\*Denotes essential job function/ADA*

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## EQUIPMENT / MATERIALS

Standard Office Equipment, Computer

## 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 requires 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.  
**Reaching** Extending hand(s) and arm(s) in any direction.  
**Finger Dexterity** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.  
**Repetitive Motions** Substantial and continuous movements of the wrists, hands, and/or fingers.  
**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** The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

## TERMS OF EMPLOYMENT

### PAY GRADE

**AO-07-E \$73,025 - \$111,912**

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

### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 14  
EEO-5 Line 44  
Function 7900  
Job Code 1407  
Survey Code 79010

### FLSA

Applicable  
 Not applicable

Previous Board Approval

ADA Information Provided by Kim Dove  
Position Description Prepared by Kim Dove

### BOARD APPROVED

**April 24, 2018**  
**December 19, 2017**  
**May 7, 2013**  
**July 20, 1999**