

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

CONTRACTING SPECIALIST, Facilities Services

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma required. Associate's Degree in Business/Public Administration, Business Management, Construction, Engineering, or related field preferred.
- Three (3) years of construction/maintenance related project management or construction/maintenance inspection.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of Excel formulas.
- Knowledge of basic problem resolution strategies.
- Knowledge of procurement policies and procedures.
- Knowledge and experience in researching, writing, evaluating, and administering solicitations.
- Knowledge of and commitment to decision-making and accountability for results.
- Skill in problem solving, organizing, and effectively managing time.
- Skill to supervise staff in the compilation of detailed reports and purchasing procedure, organizing work efforts, analyzing, and establishing control systems.
- Skill in good verbal and written communication.
- Ability to establish and maintain effective working relationships with others.
- Ability to work in a dynamic environment with sensitivity and responsiveness to changing goals, priorities, and needs.
- Ability to follow detailed, oral and written instructions and to organize work while providing technical assistance to other personnel.
- Ability to provide outstanding customer service.
- Ability to analyze construction costs (including labor, material, and equipment) and construction schedules for educational or similar projects and contract administration.
- Ability to demonstrate leadership and management with skill in public relations.
- Ability to research information, draw conclusions, and make recommendations for process improvement.
- Ability to make independent decisions to contract service delivery and to direct/oversee contractors and vendors.
- Ability to present ideas clearly both orally and in writing.
- Ability to utilize Microsoft Word, Excel, Access, and Outlook.
- Ability to assess risks.

SUPERVISION

REPORTS TO Contract Management Administrator, Facilities Services
SUPERVISES No Supervisory Duties

POSITION GOAL

To ensure the administration, compliance, and effectiveness of vendor contracts that provide facilities maintenance services for the school district in accordance with School Board policy and state and federal laws to ensure the best value for the district.

PERFORMANCE RESPONSIBILITIES

1. *Assist with overseeing all areas of Facilities Services maintenance contracts to ensure compliance with the implementation of Facilities Services maintenance contracts and the administration of the work.
2. *Maintain daily project logs and report Facilities Services privately performed maintenance activities to supervisors.
3. *Review maintenance contract documents, vendor's progress schedule, shop drawings, and other related documents.
4. *Draft, type/word process correspondence and other documents
5. *Manifest a professional code of ethics and values.

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6. *Respond to internal and external customers in a timely, accurate, courteous, and empathetic manner representing the school district in a positive light.
7. *Model the routine, intentional, and effective use of technology in daily work, including communications, organization, and management tasks.
8. *Assist in the development of complex, non-restrictive specifications and scope of services for future Facilities Services maintenance contracts, solicitations, and request for quotations, etc.
9. *Prepare correspondence, memos, reports, and other documents relative to assigned functions to resolve issues with purchase orders and requisitions, solicitations, contracts, agreements, etc.
10. *Assist in the identification and preparation of project punch lists.
11. *Prepare and maintain statistical and informational reports on Facilities Services contracted work and service deliver.
12. *Research and identify facilities maintenance service areas that are appropriate for implementation of strategic sourcing.
13. *Serve as a project manager for Facilities Services and serve as point of contact for contractors and subcontractors to resolve disputes.
14. *Inform management of issues that are of concern or risk to the school district.
15. *Assist in warranty reporting and administration.
16. *Assist in planning work procedures and review work for accuracy and conformance to agency policies, regulations, and statutes.
17. *Keep abreast of economic and business issues that affect Facilities Services maintenance contracts or service delivery.
18. *Make decisions to adequately meet evolving conditions and define strategies to effectively meet business objectives.
19. *Establish and maintain effective working relationships with schools, departments, management, and the public.
20. *Assist school administration in coordinating maintenance activities to maintain safe and minimally disruptive school operations.
21. *Develop leadership in subordinates.
22. *Responsible for maintaining timely and accurate information and accountable for the quality of information maintained by those they supervise.
23. *Responsible for self-development and keeping up to date on current research, trends, and best practices relevant to the area of responsibility.
24. Perform other duties as assigned by the Contract Management Administrator, Facilities Services.

*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Standard office equipment, automobile

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.

WORKING CONDITIONS

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

TERMS OF EMPLOYMENT

PAY GRADE
AO-13-H \$45,029 - \$76,930
 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 7400
 Job Code 2114
 Survey Code 74010

FLSA
 Applicable
 Not applicable
 Previous Board Approval
 ADA Information Provided by Kim Dove
 Position Description Prepared by Kim Dove

BOARD APPROVED
December 17, 2019