

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

DIRECTOR, Project Management and Facilities

QUALIFICATIONS

- Bachelor's Degree in Engineering, Planning, Architecture, or Construction Management and five (5) years supervisory/management experience in the areas of planning, project management, construction, operations and budgeting. Project management certification desired.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of state and local building and land development codes.
- Knowledge of project management techniques including planning, coordination, scheduling and cost control.
- Knowledge of administrative computer applications as related to departmental functions.

SUPERVISION

REPORTS TO Deputy Superintendent of Operations
SUPERVISES Assigned Personnel

POSITION GOAL

To supervise the planning, project management and implementation of capital improvements projects.

PERFORMANCE RESPONSIBILITIES

1. *Provides general coordination, direction and oversight of the planning and design of School District capital outlay projects.
2. *Directs assigned personnel in the Department to ensure that remodeling, renovations, and new construction projects proceed in a timely, efficient and cost effective manner.
3. *Directs the planning and design of projects ensuring District facilities are provided to meet current and future needs.
4. *Directs departmental activities including the development of policies and procedures in compliance with the School District policies, Florida Statutes, Florida DOE Rules and sound business practices.
5. *Serves as liaison between administrative and school personnel for facilities planning, project management and design on matters related to assigned projects.
6. *Serves as liaison with the Florida DOE on matters dealing with Capital Outlay Fund Projections, Facilities Lists and Education Specifications.
7. *Assists in educational plant surveys and FISH documentation.
8. *Develops and submits all reports as directed or required by the State DOE.
9. *Develops facility-related capital budgets for the School District and ensures compliance with the budget, schedule, design intent and applicable codes, standards, and regulations.
10. *Responsible for contract development, educational specifications and regulatory coordination.
11. *Assists with the screening and selection of consultants to perform professional technical services for the District.
12. *Assists with developing the department budget.
13. *Provides technical and contract administrative assistance to Facilities Planning Division staff and District administration.
14. *Manages assigned projects to ensure timely completion, ensuring adherence to District policies and procedures.
15. Perform other duties as assigned by the Deputy Superintendent of Operations.

**Denotes essential job function/ADA*

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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 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.
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-03-C \$83,036 - \$127,378
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 7400
Job Code 1447
Survey Code 74016

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

September 23, 2014
October 13, 2009
April 14, 1998

ADA Information Provided by George Kosmac
Position Description Prepared by George Kosmac