



## **FACILITY MANAGEMENT & DEVELOPMENT JOB DESCRIPTION**

**Job Title:** Assistant Director/Construction Project Manager

**Date:** August 17, 2015

**Department:** Facility Management & Development (FM&D)

**Prepared by:** Jay Evans

**Reports Directly To:** Jay Evans, Director, Facility Management & Development

**Job Closing Date:** September 4, 2015

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### **Primary Function:**

Provides support to the FM&D Director. Provides direction for daily operational activities of the department including planning, management, and oversight of construction projects. This position will also work with the Operational Manager to utilize FM&D staff members for facility development. Effectively communicates relevant information within the department and throughout the District. Support all aspects of the educational process through excellent on-going maintenance and development of the District's facilities, equipment, and grounds. Hire, develop, and retain excellent employees and contractors to work effectively in a team environment, while embracing the District's Core Values of Service, Trust, Aspiration, Respect, and Responsibility.

### **Essential Job Functions:**

1. Assist Deputy Superintendent, Director of Facility Management & Development, and Chief Financial Officer in the planning, administration, and implementation of facility management and facility development projects.
2. Assist in facility planning and space administration, including strategic planning relating to facility usage.
3. Provide sound construction project management practices while working with architectural, engineering, and construction management personnel in matters involving general construction and renovation.
4. Provide problem solving strategies identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
5. Monitoring/Assessing performance of yourself, other individuals, or contractors to make improvements or take corrective action.
6. Establishes costs, estimates, and time frames for projects.
7. Conducts and attends weekly construction meetings as required.
8. Work closely with architects and engineers throughout design and construction phases.

9. Conduct procurement activities using sound purchasing procedures.
10. Conduct inspections of projects using accountability procedures and documentation.
11. Prepare scope of work for projects.
12. Make recommendations and manage general maintenance and repairs throughout the District.
13. Perform other duties as assigned.

**Qualifications:**

Bachelor's Degree from an accredited institution of higher education required, with disciplines relating to Construction Management desired. Master's degree or Construction Management Certification preferred. Minimum of five years' experience in Construction Management with preference given for experience in an educational environment or school construction. Effective communication, organization, and interpersonal skills are a must. Demonstrate commitment to effective team building and development of personnel. Competent in the use of office productivity systems and databases. Experience with facility management systems desirable.

**Working Conditions:**

Steady physical activity is required during most days. Strenuous physical activity may be required intermittently.

**Organizational Relationship:**

Full-time, exempt personnel position reports to Director of Facility Management & Development.

**Length of Contract:**

Twelve month contract subject to annual renewal.

**Salary:**

Job Group Y

**Contact:**

Human Resources  
12777 N. Rockwell Avenue  
Oklahoma City, Oklahoma 73142  
(405) 717-4625  
Only persons of interest will be contacted.

**Disclaimer:**

"The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This information is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified."