


THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

POSITION TITLE:	Chief Facilities Officer
CONTRACT YEAR:	Twelve Months
SALARY BAND:	S
BARGAINING UNIT:	ESMAB

PREFERRED QUALIFICATIONS

EDUCATION: An earned master's degree from an accredited institution.

EXPERIENCE: Five (5) years of progressively more responsible work experience managing construction and facilities in a management capacity.

OR

MINIMUM QUALIFICATIONS

EDUCATION: An earned bachelor's degree from an accredited institution.

EXPERIENCE: Ten (10) years of progressively more responsible work experience managing construction and facilities in a management capacity.

ADDITIONAL QUALIFICATIONS

REQUIRED: Knowledge of engineering, building construction, construction engineering, facility maintenance, and management of related fields. Computer skills as required for the position.

PREFERRED: Registered Architect, Registered Engineer, or Licensed General Contractor with the State of Florida or must qualify for registration or licensure. Experience in senior level or executive position in large agency, company or institution. Bilingual skills preferred.

REPORTS TO: Superintendent of Schools

SUPERVISES: Staff as assigned

POSITION GOAL: To provide all students with a physical learning environment that is safe, clean, attractive, and smooth functioning at minimal cost. To oversee the engineering design and construction of new facilities, or alterations of existing structures, and ensure that all new construction is in compliance with specifications and contract terms. To maintain all facilities in a condition of operating excellence by managing the maintenance and repair of buildings, grounds and equipment including custodial quality assurance, landscape operations and energy conservation services. To assist the Superintendent with special projects and assignments.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Chief Facilities Officer shall:

1. evaluate and recommend facilities (capital needs) to accommodate present and future enrollment based on an analysis of statistics on pupil growth and population mobility.
2. oversee the property management services including acquiring, disposing and leasing of real estate owned by the School Board.
3. work directly with the Superintendent of Schools, on the oversight of major operating systems and services, to leverage the effectiveness of resources, programs, and services throughout the District.
4. oversee annual planning and ongoing monitoring to ensure optimal level of resources for assigned departments, including financial, technical, and human, to deliver required services according to best practices while remaining within approved budget.
5. review and recommend changes to policies, procedures within assigned responsibilities.
6. direct the engineering, designing, construction and maintenance of new and existing buildings and production facilities; supervise compliance with engineering specifications and state regulations.
7. inspect and study new properties leaseholds.
8. compile and maintain specifications and other factual information on facilities.
9. prepare cost estimates.
10. furnish advisory services on material handling equipment.
11. review application of appropriations for budget conformance.
12. establish plant engineering standards.
13. coordinate and supervise work performed by outside engineering, architectural and construction firms.
14. maintain progress charts and prepare reports on major work in progress within the department or under contract.

15. prepare and control annual departmental operation budgets and assist with capital needs budget.
16. keep informed of federal and state regulations and verify that all school district activities are in compliance.
17. provide technical council and expertise to related vocational programs.
18. direct the implementation of the Superintendent's goals and objectives and the district's comprehensive plan.
19. represent the Superintendent in a liaison capacity with the Superintendent's planning committees.
20. serve as the Superintendent's representative with business and industry groups.
21. act as the district's liaison with colleges, universities and other organizations related to collaborative research, training and development, and other activities as they relate to facilities.
22. coordinate for and with the Superintendent the conceptualization, planning and implementation of organizational change and developmental efforts.
23. provide leadership for school district interaction with federal, state, and local programs, projects, and grants.
24. provide coordination and support from the Superintendent's Office for district school site public relations and marketing activities.
25. perform and promote all activities in compliance with equal employment and non-discrimination policies of The School Board of Broward County, Florida.
26. participate successfully in training programs offered to enhance the individual's skills and proficiency related to the job responsibilities.
27. review current developments, literature and technical sources of information related to job responsibilities.
28. ensure adherence to good safety procedures.
29. follow Federal and State laws, as well as School Board policies.
30. perform other duties as assigned by the Superintendent of Schools.

SIGNIFICANT CONTACTS –frequency, contact, purpose, and desired end result:

On a continuous basis, communicates and collaborates with Board members, Superintendent of Schools, all levels of school and district employees, and with local, regional, state and national institutions, organizations and agencies to ensure the effective design, construction, maintenance and operation for all facilities of The School Board of Broward County, Florida.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the district board.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 8/21/86&

Adopted: 9/11/86

Item G-7: 11/6/86

Revised: 4/13/89 (C-10)

Retitled & Realigned: 4/12/94

Organizational Chart: 3/19/96

Revised on 2/5/99 per Item G-7 of 11/6/86

Revised: 1/18/2000&Adopted: 2/15/2000

Revised: 1/21/03 & Adopted: 3/04/03

Board Adopted: 12/16/03

Revised: 7/1/05

Board Approved: 06/21/11

Board Adopted: 08/02/11