



DIRECTOR OF FACILITIES

Job Description

JOB INFORMATION

Department: Operations
Job Title: Director of Facilities

Original Adoption Date: 07/2015
Latest Revision Date: 10/2020

ORGANIZATIONAL STRUCTURE

Reports to:
Chief Operations Officer
↑
Director of Facilities

EMPLOYMENT TERMS

Contracted, FLSA exempt, 245-day work year (12-month position)

JOB QUALIFICATIONS

Education

Minimum of a Bachelor's degree in related field required.

License/Certification

Must hold or be eligible for a Georgia Educator's Support Personnel License issued by the Georgia Professional Standards Commission, Professional Engineer (PE) or American Institute of Architects (AIA) license preferred.

Skills

Working knowledge of the building industry and the ability to integrate that knowledge into school design and construction. Demonstrated record of successful administration and leadership skills to effectively lead, negotiate, and collaborate with all stakeholders. Ability to analyze existing processes and identify areas for improvement. Must have effective organizational skills and the ability to multi-task and prioritize. Strong human relations skills and the ability to communicate effectively. Solid work ethic and a team work mindset.

Work Experience

Five years of experience in architecture, construction, contract administration or contractor project manager and/or field supervision required, ten years of experience is preferred.

JOB GOAL

To assist the Operations Division in providing efficient and effective facilities that will enhance learning and the total student experience within the district.

PRIMARY RESPONSIBILITY

Administer and assist in all activities related to the running of the Facilities Department, including the ability to write, advertise, award, and supervise contracts and specifications as they relate to the operation and construction of facilities.

ESSENTIAL JOB FUNCTIONS

1. Construction
 - a. Direct the building program in conjunction with the Operations team.
 - b. Represent the district in day-to-day contacts with contractors, architects, and engineers in connection with facility construction, renovation, and modification projects.
 - c. Stay abreast of current technological trends and recommend implementation of new products and services to assure economical state of the art construction.
 - d. Develop necessary budgets and funding sources in conjunction with Business Services Division to organize the stocking and opening of schools and facilities.
 - e. Develop and coordinate bids, RFPs, RFQs and other purchasing projects or initiatives specific to the department.
 - f. Review value engineering for constructability, cost effectiveness, and adherence to design standards.
 - g. Direct the field inspection of work completed by contractors.
 - h. Review all construction and architectural invoices, pay requests, and change orders.
 - i. Complete construction in a timely manner to provide for orderly opening of schools.
 - j. Meet regularly to communicate project details, progress, and any impacts to the schools.
2. Capital Outlay
 - a. Meet all requirements and deadlines as set by GaDOE for certification and applications.
 - b. Coordinate project construction schedule with government agencies and use state facilities consultant as a resource.
 - c. Contribute to strategic planning by evaluating and projecting future facility needs and proposing options to achieve them.
 - d. Assist with the development of long-range plans, conceptual designs, capital outlay requirements, documentation for facilities and share information as needed.
 - e. Assist with plans, budgets, and schedule facilities modifications including cost estimates, bid sheets, layouts, and contracts for construction. Inspect construction and installation progress to ensure conformance to established specifications.
3. Custodial
 - a. Provide direction for custodial teams.
 - b. Lead monthly custodial meetings.
 - c. Monitor the quality of workmanship.
 - d. Develop annual budget necessary to meet the division needs in maintaining current level of services and indicating additional funding to provide new and improved services.
 - e. Evaluate the need for and arrange training sessions.
 - f. Develop and maintain inventory and lifecycle of equipment.
4. Assist Operations
 - a. Be on time and present. Lead by example.
 - b. Prepare recommendations for adjustments to division resources, personnel, materials, supplies, and equipment.
 - c. Assist the Chief Operations Officer in the selection of sites for new facilities.
 - d. Develop and maintain historical project records for forecasting on future projects to include project cash flows.
 - e. Advise schools of the construction scope of work and explain areas of concern which would conflict with routine school operations.
 - f. Coordinate owner furnished items and furnishings for timely delivery and installation to accommodate new school openings.
 - g. Supervise School building and grounds modification and enhancement process by collaborating with the Director of Maintenance for consistent execution.
 - h. Be available on call twenty-four (24) hours a day, 7 days a week, 365 days a year.
 - i. Off-duty response to facilities related emergencies. Contacts appropriate personnel in response to emergency situations.
 - j. Attend Board of Education Meetings as required.
5. Perform all other duties and responsibilities consistent with the goals and objectives of the organization as assigned by the Chief Operations Officer.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to talk, hear, stand, walk, and use hands to finger, feel, and/or reach. The ability to express or exchange ideas by means of the spoken word in person as well as conversing by telephone is required. Sitting and working on a personal computer for long periods of time is required. The employee is also occasionally required to stoop, kneel, or crouch, and must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.