

JOB TITLE
DIRECTOR FACILITY PLANNING

DIVISION
ADMINISTRATION

REPORTS TO
EXECUTIVE DIRECTOR
FACILITIES/TRANSPORTATION

SALARY SCHEDULE & GRADE
I I, GRADE 12

LENGTH OF WORK YEAR
260 DAYS

DATE
APRIL 23, 2007

SCOPE OF RESPONSIBILITIES

Directs the planning and construction of capital improvements for the district and supervises the facility planning staff and inspectors.

PERFORMANCE RESPONSIBILITIES

1. Provides leadership and decisions in development of plans for all capital improvements.
2. Directs the design of all capital improvements, reviews all capital improvements designs and reviews and approves all bid specifications.
3. Develops and maintains appropriate program and design standards.
4. Coordinates projects with all maintenance departments.
5. Supervises computer-aided drafting programs.
6. Administers construction projects for the district, preparation of contracts, review of change orders and litigation in connection with the projects.
7. Establishes and maintains liaison with architect and engineer.
8. Establishes and maintains relationships with State Department of Education and regulatory agencies.
9. Supervises facility planning staff and construction inspectors.
10. Performs other duties assigned by the Executive Director Facilities/Transportation.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping, fine manipulations, and pushing and pulling of arm controls. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree
2. Five (5) years successful planning experience
3. Valid vehicle operator's license

DESIRABLE QUALIFICATIONS

1. Master's Degree
2. Experience in school district area of assignment
3. Knowledge of Architect/Engineer
4. Ability to interpret construction plans and specifications

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