

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

EXECUTIVE DIRECTOR, CONSTRUCTION SERVICES

SALARY SCHEDULE: ADMINISTRATIVE – [C] A

COST CENTER: CONSTRUCTION SERVICES DEPARTMENT (9042)

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution in Building Construction, Architecture, Engineering, Educational Facilities Management or other related experience acceptable to the School Board. Master's Degree preferred.
- (2) Minimum of [five (5)] ten (10) years experience in a facilities planning, construction or related business.
- (3) Minimum of five (5) years supervisory experience in a facilities planning, construction or related business.
- (4) Possess a valid license or be qualified to sit for the exam in the state of Florida for general contracting, architecture or engineering.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to manage people and projects. Proven ability to write and negotiate both construction and professional service contracts. Skill in budgeting and cost estimating. Knowledge of public school facilities planning. Knowledge of capital outlay budgeting. Knowledge of state, federal and local laws, regulations and policies. Knowledge of current building codes and structural requirements. Knowledge of requirements related to disaster codes. Ability to utilize public speaking skills. Ability to plan, organize and prioritize activities related to assignments. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

[Executive Director, School Support Services] Chief Operating Officer

JOB GOAL

To deliver projects on time and within budget. To ensure that all new, remodeled and renovated facilities and sites meet the highest standards of design, construction and appropriateness for [the] educational activities that are meant to foster within the fiscal and legal restraints within which the District must function.

SUPERVISES:

Building Code Administrator
Project Managers
Office Staff

PERFORMANCE RESPONSIBILITIES:

- * (1) Manage the development, recommendation and implementation of construction, remodeling of schools and support facilities in accordance with legal and educational requirements.
- * (2) Assist in the preparation and monitoring of the capital outlay component of the District budget, including local and external funds for construction projects.
- * (3) Supervise the system of selection and the evaluation of project architects and engineers in accordance with School Board policies and Florida statutes.
- * (4) Serve as Chairman of the Professional Services Selection Committee.
- * (5) Serve as Chief of the Disaster Assessment Team.

EXECUTIVE DIRECTOR, CONSTRUCTION SERVICES (Continued)

- * (6) Establish and monitor a system of plan and specification review bidding, contract award, construction management and inspection that ensures compliance with School Board policies and Florida statutes.
- * (7) Recommend and monitor the implementation and maintenance of an up-to-date facilities' records system, including appropriate drawings, specifications, warranties, approvals, facilities inventories and other related data.
- * (8) Participate in professional organizations and activities pertinent to school construction.
- * (9) Provide leadership and oversight in time of impending or actual disasters.
- *(10) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- *(11) Interact with parents, outside agencies, business and community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- *(12) Respond to inquiries or concerns in a timely manner.
- *(13) Keep the Chief Operating Officer and Superintendent informed, through proper channels, of potential problems or unusual events.
- *(14) Disseminate information and current research to appropriate personnel.
- *(15) Keep well informed about current trends and best practices in areas of responsibility.
- *(16) Maintain expertise in assigned areas to fulfill project goals and objectives.
- *(17) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- *(18) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- *(19) Maintain a network of peer contacts through professional organizations.
- *(20) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- *(21) Develop or assist in developing the department budget and monitor its implementation.
- *(22) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- *(23) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- *(24) Serve on District, state or community councils or committees as assigned or appropriate.
- *(25) Represent, consistently, the District in a positive and professional manner.
- *(26) Provide leadership and direction for the assigned areas of responsibility.
- *(27) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- *(28) Exercise proactive leadership in promoting the vision and mission of the District.
- *(29) Provide oversight and direction for cooperative planning with other agencies.
- *(30) Set high standards and expectations for self and others.
- *(31) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(32) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- *(33) Facilitate problem solving by individuals or groups.
- (34) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

[Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.]

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.

EXECUTIVE DIRECTOR, CONSTRUCTION SERVICES (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. [01] 11

*Essential Performance Responsibilities