

FACILITIES PLANNING AND CONSTRUCTION DIRECTOR

GENERAL RESPONSIBILITIES:

1. Reports to the Assistant Superintendent for Support Services in Education.
2. Directs all personnel in the Office of Facilities Planning and Construction to ensure that remodeling and new construction projects proceed in a timely and efficient manner.
3. Operates and manages the Office of Facilities Planning and Construction within a cooperative and mutually supportive unit which values the ideas and thoughts of teachers and administration in the development and design of educational specifications and preparation of construction documents.

SPECIFIC RESPONSIBILITIES:

1. Represents the school district in all matters pertaining to new construction, renovation, and the remodeling of school district facilities working with the architect or engineer whenever such professional services are required for a specific project.
2. Insures that the development of educational specifications for new construction and remodeling result from an identification of programmatic need through input and coordination with various user groups.
3. Has responsibility for contract management, payment disbursements, and change-order documents as a representative of the superintendent.
4. Establishes and supervises project schedule for planning and construction.
5. Makes periodic inspection of projects underway to note contract compliance, the observance of safety regulations, and reports discrepancies to the project architect or engineer responsible for corrective action.
6. Attends all bid openings for construction projects, reviews bid award and makes recommendations prior to submission to the superintendent.
7. Serves as district contact person for Department of Education for school facilities matters.
8. Evaluates projects and services of planning and construction professionals under contract to the Board or as potential contract relationships.
9. Approves all school facility reports and documents prior to being submitted to the Department of Education.
10. Prepares School Board agenda items related to school facilities and construction projects.
11. Directs and supervises employees involved in architectural design, project management, educational specifications and contractor prequalification.
12. Responsible for maintaining architectural and engineering construction plans for the district.
13. Seeks information from the Department of Maintenance and Operations in developing and updating construction specification for remodeling, renovating, and new construction.
14. Develops construction specifications consistent with efficient life cycle analyses, energy efficiency standards, and conducts evaluations of past prototype schools.
15. Responsible for maintaining an annual inventory of re-locatable school housing units whether leased, district, or federally owned.
16. Plans and coordinates the activities of Department of Education staff involved in the Five Year Facility Survey, spot surveys as needed and participates in the designation of project funds to comply with all Federal, State and local guidelines and regulations.
17. Performs other duties as assigned by the Assistant Superintendent for Support Services in Education.