

Director Facility Planning and Construction
New Hanover County Schools

Job Description

Class: Administrative

Dept: Facilities/Operations

TITLE: Director

QUALIFICATIONS:

1. Bachelor's degree in architecture, engineering, construction management, or a related field or equivalent combination of education and experience.
2. Six to eight years of increasingly responsible administrative and supervisory experience in facility planning.
3. Other qualifications as the superintendent and board may find appropriate.

REPORTS TO: Assistant Superintendent of Operations

JOB GOAL: To plan, direct and review activities and operations for the Facility Planning and Construction Department.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to public school facilities.
2. Liaison to the Assistant Superintendent of Operations in planning, developing, coordinating and evaluating the operations of the Facility Planning and Construction Department.
3. Participate in pre-construction planning conferences; ensures required inspections and related engineering programs with public agencies are completed.
4. Prepare budget using estimated costs; monitor costs to stay within budget limitations.
5. Directly supervises the day-to-day activities of the Facility Planning and Construction Department and subordinate employees in the Facility Planning and Construction Department; develops and implements long range planning.
6. Evaluate and create reports regarding the construction and renovation of buildings; recommend improvements or modifications as necessary; evaluate and recommend methods to optimize usage of available space/sites.
7. Prepare and develop new procedures or standards for the facility planning and construction staff for the purpose of increasing safety, productivity, efficiency and improving the technical application of service while reducing cost.

8. Facilitate the development of systems, policies, and procedures to streamline operational functions and minimize duplication of efforts and redundancies within the school/department offices.
9. Investigate, analyze and formulate methods for handling special projects; oversee projects to completion and evaluate final results; prepare and review various reports and perform special projects; serve as a liaison with outside agencies on special programs and projects.
10. Supervises and conducts personnel administration duties for direct report subordinates, including hiring and firing, evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave.
11. Performs other duties and responsibilities as requested by the Assistant Superintendent of Operations.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Exempt

Starting Salary and/or Grade: SA V

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing with school personnel, professional architectural and engineering firms, contractors and other community persons and officials.
- Ability to provide leadership and to supervise the planning, development and establishment of new, modified or renovated construction.
- Demonstrate strong knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Knowledge of principals, methods and practices of construction management, program evaluation and public administration.
- Considerable knowledge of local, state and federal laws, codes and regulations related to facilities management.
- Considerable knowledge of modern and complex principles and practices used in planning, construction and the maintenance of facilities.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.