

# FLAGLER COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

### DIRECTOR, PLANT SERVICES

#### QUALIFICATIONS:

1. Bachelor's Degree preferred in related fields of construction services, engineering, architecture or 15 years' experience in maintenance, construction, engineering or architecture.
2. Minimum of seven (7) years' experience in management with facilities maintenance/construction background.
3. Alternatives to the above qualifications as the Board may find appropriate and acceptable.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of planning, construction and/or renovation of physical facilities. Possess the skill to organize and direct maintenance personnel. Positive interpersonal skills essential to for team building. Knowledge of State statutes, Department of Education regulations and School Board policies relative to planning and construction of school facilities.

#### REPORTS TO:

Chief of Operational Services

#### JOB GOAL

To maintain the physical facilities and grounds in a condition of operating excellence so that full educational use can be made at all times, and to assist the Superintendent in planning, design and construction of new facilities or renovation of older facilities.

#### SUPERVISES:

Maintenance Supervisors, Project Managers, Coordinator of Plant Operations and Office Personnel

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Assist in planning of new construction by participating in pre-construction planning conferences.
- \* (2) Coordinate required inspections and related engineering programs with public agencies.
- \* (3) Supervise inspection of new building construction.
- \* (4) Visit all construction projects at frequent intervals to assure that plans, specifications, codes and regulations are being observed and followed.
- \* (5) Review and approve for payment of bills submitted by building contractors, testing laboratories, consulting engineers, surveying firms, and suppliers.
- \* (6) Receive and maintain insurance policies secured by contractors, and verify appropriate coverage for public liability, property damage, fire and workmen's compensation.
- \* (7) Investigate reports of faulty workmanship or materials in new construction and take appropriate action under the terms of the guarantee.

**DIRECTOR, PLANT SERVICES** Continued)

- (8) Maintain liaison with governmental agencies having jurisdiction over or providing services to school buildings.
- \* (9) Examine school buildings on a regular basis for needed repairs and maintenance.
- (10) Estimate cost of repair projects in terms of labor, materials and overhead.
- (11) Develop a system for dealing with emergency repair problems with efficiency.
- (12) Order materials as needed and purchase supplies and equipment as required.
- (13) Assign and approve work orders, when necessary. Review drawings and plans with Project Manager(s).
- (14) Recruit, screen, evaluate, and train all maintenance craft personnel recommended for hiring.
- (15) Plan and direct the work order system for equipment, supplies and inventory
- (16) Direct the procurement of equipment and supplies for new and existing facilities of the District.
- (17) Develop policy and recommend budget for an orderly replacement of existing equipment as it becomes obsolete or deteriorates.
- \* (18) Work with commissioned architects in the construction of new facilities to ensure compliance with District requirements and budget.
- (19) Supervise the technical review of plans and specifications prepared by architects.
- (20) Review construction cost estimates.
- \* (21) Maintain and update all records, drawings and descriptive materials of all school facilities, sites and portable buildings.
- (22) Develop and plan district maintenance financial budget, work closely with Chief of Financial Officer.
- (23) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly 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.

**EVALUATION:**

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

\*Essential Performance Responsibilities

**Job Description Supplement Code 9**

**Salary Lane:** Non School-Based Admin AQZ

**Approved 07/19/2022**