Adams12 Five Star Schools

Job Description
Revised/Updated: **January 2025**

Job Title:	**Director, Facilities Design and Planning**	Job Code:	**5085**
Job Family:	**Non-Certified**	FLSA Status:	**Ex - E**
Pay Program:	**Administrative**	Pay Range**:**	**L19**
Typical Work Year:	**12 months**		

SUMMARY: Directs operations and decisions relative to the design and planning supporting construction and renovation of district owned facilities in collaboration with affected stakeholders including district leadership, school executive directors, principals and their site-based staff and multiple project teams in support of the district's strategic plan. Directs planning and design of capital projects and bond-funded programs in accordance with approved budgets and timelines. Directs the development of facility needs plans based on facility audits and tracks work progress. Advises and updates the Superintendent's Cabinet, Long-Range Planning and Advisory Committee and the Board of Education on short and long-term needs of all district facilities. Directs planning activities related to demographic planning, district real estate portfolio and new real estate considerations, and planning activities related to short and long-term school capacity projections, school capacities and long range planning for facility needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

	Job Tasks Descriptions	Frequency	% of Time
1.	Direct facilities design staff to ensure all bond and capital construction project designs and scopes, and school based facility modification requests are in alignment with district educational specifications and technical guidelines. Coordinate with Director of Construction, Maintenance, Finance and Bond Account on design and implementation of school based facility modification requests and emergency repairs. Responsible for the maintenance and updating of record documents for district facilities.	D	15%
2.	Serve as the district's principal architect and facilities design expert; Provides expertise, guidance, assistance and necessary documentation to staff, senior management, school leaders and other district personnel on design approach and school design trends for renovations and new construction. Provide information regarding district facility conditions and ensures accurate and timely data collection for reporting on board of education policy end statements.	D	15%
3.	Leads facilities renewal bond plan recommendations to senior management, in close collaboration with Director of Construction, Director of Maintenance and Operations, and other district leaders. Leads preparation of regular and special reports for bond planning and capital improvement projects through management of data collection and data reporting organization. Provides final reports to senior management, school leaders and other district personnel for use in establishing a final bond plan and/or capital improvements plan. Lead facilities design team in preparation of space planning documents for bond planning. Facilitate, co-facilitate, plan and/or participate in regular bond planning meetings with leadership and other district stakeholders.	D	15%
4.	Direct staff efforts to maintain the district's facility asset management databases including establishing protocols and processes. Guide and direct ~~work with~~ the facilities design team, in close collaboration with the Director of Construction and Director of Maintenance and Operations, to develop processes and procedures for assessing and tracking district facility assets and deficiencies. Direct staff efforts for resolving ~~Resolves~~ problems related to incomplete or incorrect capital improvement data and bond project data in the district asset management databases.	W	5%
5.	Co-direct Construction and Facilities Design Department interactions, strategies and collaborations with multiple district departments including Learning Services, Custodial, Maintenance, Transportation, Communications, Purchasing, Information Technology and Nutrition & BASE to foster high-performing and continuous-improvement oriented approach to support planning and design of facilities for renovations and construction.	D	~~15~~% 5%
6.	Co-direct execution of the Bond program including: co-facilitation of Bond Design Steering Committee and Bond Design Advisory Group meetings in a collaborative and equitable manner; providing direction on project-level scope, design and budget decisions relative to	D	20%

	each project or as directed by district leadership. Report to and discuss with District Leadership and the Bond Steering Committee regarding decisions and directives given to project teams to ensure compliance with educational specifications and technical guidelines, master plans, district initiatives and priorities.		
7.	Directs the facilities design team on the development of the district educational specifications and technical guidelines, master plans, code compliance documents, and ADA compliance. Direct and collaborate with the district Planning Manager to develop and maintain the District Facilities Master Plan.	M	5%
8.	Ensure the scope for facility improvements meets both the educational goals of the district as well as all-applicable codes and regulatory requirements of the state and local fire departments and jurisdictions. Work closely with the Director of Construction to ensure program management of bond and capital construction projects comply with educational and technical specifications and District Facilities Master Plan Collaborate with the Director of Construction to select architectural, engineering and construction management firms.	D	10%
9.	Direct and support Planning Manager in planning efforts for: demographics planning, enrollment projections, school building capacities, school attendance boundaries, real estate portfolio matters including land acquisitions and dispositions, easements and intergovernmental agreements, district long-range and short-term planning and master plan and other planning matters.	D	5%
10.	Perform other duties as assigned.	Ongoing	5%
	TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree from an accredited college or university in architecture or a related field.
- Minimum of seven (7) years of experience in bond and capital improvement planning with an emphasis on PK-12 facilities.
- Minimum of seven (7) years of experience in management of design document production and coordination.
- Minimum of four (4) years supervisory experience required.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- State of Colorado Architectural License Required
- Criminal background check required for hire.
- Ability to travel among school locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals form diverse backgrounds, cultures and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to manage the planning, development, design, and implementation of assigned program. Including tracking schedules, resources, issues, due dates, tasks and monitors project's expenditures against the budget
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work collaboratively with others to maintain thorough knowledge of capabilities, and to ensure that all communications between departments and stakeholders are accurate and correct
- Preferred experience with Cost Lab and Planning Direct.
- Preferred experience with large capital improvement programs.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Operating Officer	3075

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Architectural/Engineering Technician	1	5023
	Facilities Planner	3	5041
	Planning Manager	1	5011

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Make recommendations related to developing, administering, monitoring, coordinating and initiating requisitions for project budgets and integrating the budget into the overall bond program.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle and/or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Up to 10 pounds		X		
11 to 25 pounds		X		
26 to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Compare				X
Analyze				X
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills		X		
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			

Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	**Required**
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	**Exposure Level**
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	