

ST. MARY'S COUNTY PUBLIC SCHOOLS

ADMINISTRATIVE AND SUPERVISORY POSITION DESCRIPTION

DIRECTOR - DESIGN AND CONSTRUCTION I

POSITION: Director - Design and Construction I

REPORTS TO: Assistant Superintendent of Supporting Services

LOCATION: Division of Supporting Services

NATURE OF WORK:

The Director of Design and Construction provides oversight and leadership of the professional planning, management, development, technical and architectural/engineering services in the construction of new and renovated school buildings and facilities. Provides administration of construction projects for various facilities for which the St. Mary's County Public Schools is responsible. This includes facility planning; knowledge of engineering design of sites, equipment, specification/purchases and contract administration and management. The Director of Design and Construction directs and evaluates the work of staff within the department.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to work in assigned region in St. Mary's County: north, central or southern
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours

- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School
- Possess effective public relations, interpersonal, organizational, leadership and supervisory skills
- Possess excellent verbal and written communications and human relations skills
- Ability to demonstrated to speak before large diverse groups

DUTIES AND RESPONSIBILITIES:

- Provides project management in the administration and inspection of new and renovated school facilities to ensure quality construction within parameters established by the St. Mary's County Public Schools.
- Examines existing facilities in terms of structure, grounds, educational programs, and use it as a basis to assist in the determination of future facilities needs.
- Develops project descriptions, justifications, cost estimates, and other factual written and graphic data in support of efforts to effectively present the programs for state and local funding.
- Assumes responsibility for construction management, and ensures that construction is completed in accordance with plans, specifications and approved shop drawings. Responsible for managing all of the administrative procedures to monitor and control this work.
- Serves as principal procurement officer for capital projects and assists in procurements of other consulting services for the Division of Supporting Services.
- Serves as the Minority Business Enterprise (MBE) liaison for state funded capital projects, at the designation of the Superintendent of Schools
- Presents recommendations to the Board of Education for design approvals and contract awards.
- Adheres to state and local procedures for capital projects.
- Provides supervision of staff, directs architects, engineers and construction-related consultants
- Attends Board of Education meetings and municipal meetings, as assigned.
- Analyzes and manage project budgets, including cash flow projections, expenditures, procurement, and reconciliation.
- Manages project deadlines in accordance with State and Local procurement and administrative procedures.
- Prepares contracts for purchase and delivery of goods and services and negotiate proposals with vendors.
- Prepares procurement documents for capital projects and consulting services.
- Composes and prepares correspondence for signature by the Assistant Superintendent of Supporting Services and/or Superintendent of Schools
- Provides support in the acquisition and selection of school sites.
- Assists in the correction of emergencies as they occur beyond the normal working hours.
- Files required reports with local, state, and federal agencies relative to capital and emergency projects.
- Conducts educational and/or commercial construction cost estimating for multi-million dollar projects.
- Writes construction specifications.
- Applies institutional/commercial building codes, life safety codes, and American with Disabilities Act (ADA) construction requirements.
- Maintains project management administrative records
- Responsibles for overall fiscal management of capital projects
- Makes on-site visits to construction sites for purposes of evaluation and assessment.
- Prepare sand review purchase requisitions and recommend invoices for payment.
- Attends statewide meetings on facilities issues.

- Performs these duties and any other responsibilities as assigned by the Assistant Superintendent of Supporting Services.

QUALIFICATIONS:**Required:**

- Bachelor's Degree in architecture, engineering, business management
- Five (5) years' experience in school system or institutional/commercial facility planning, design and construction to include:
 - Three (3) years of experience in a leadership capacity
 - Preference given to candidates with experience coordinating and managing both new and renovated institutional/commercial building construction projects
 - Experience oversight of principles, practices and methods of institutional/commercial facilities construction planning and management.
 - Experience of computer applications for maintaining and updating files using Microsoft Office and Computer Aided Drafting (CAD).
 - Leadership experience with school, community, and governmental groups regarding institutional/commercial construction and facility issues

Preferred:

- Professional architectural or engineering license
- Advanced college degree
- Experience coordinating and managing both new and renovated institutional/commercial building construction projects
- Experience to oversight of principles, practices and methods of institutional/commercial facilities construction planning and management.
- Experience use of computer applications for maintaining and updating files using Microsoft Office and Computer Aided Drafting (CAD).
- Experience in leadership experience with school, community, and governmental groups regarding institutional/commercial construction and facility issues

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this position will be based on the SMASA salary schedule for eleven and twelve-month employees – Range G.

BARGAINING UNIT ELIGIBILITY: SMASA

Updated 03.2025, 05.2025