PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6821
Pay Grade: E06

FLSA: Exempt

MANAGER, FACILITIES CONSTRUCTION

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university. Minimum of five (5) years related work experience.

PREFERRED:
Bachelor's degree in Architecture, Building Construction, or Engineering. Two (2) years of managerial responsibility. Licensure as a Florida Certified General or Building Contractor and experience in large commercial construction (e.g., schools, universities, hospitals, hotels, etc.) may be considered for educational requirements. State certification as a Plans Examiner and as a Uniform Building Code Inspector, in accordance with Sections 235.26(3) and 235.30, Florida Statutes in lieu of professional registration within one (1) year of hire. Possession of a valid state of Florida Class E noncommercial driver's license.

MAJOR FUNCTION

Performs managerial, professional, and technical, duties for facilities construction. Provides management guidance, and expertise, to personnel in the planning and performance of construction, renovation, and remodeling of facilities. Work is performed under the general administrative direction of Director, Facilities Design and Construction.

ESSENTIAL RESPONSIBILITIES

- Manages assigned technical, professional, and clerical personnel performing planning, budgeting, coordination, implementation, inspection, and record keeping duties related to facilities construction, renovation and remodeling projects.
- Responsible for the development and implementation of project schedules, and inspections.
- Frequently reviews and reports on the progress of the planning, design, and construction activities.
- Provides guidance to personnel in management of work assignments and compliance with architectural, construction, and Code requirements.
- Supervises the preparation of agenda items for submittal to the school board.
- Reviews and approves pay request for Project Architects/Engineers, Construction Managers, Contractors, Suppliers, and others.
- Communicates school board policies to personnel and provides advice on procedures regarding the Building Codes and other requirements.
- Manages planning and advertising for Professional Architectural / Engineering Service, Construction Managers, Contractors and Suppliers.
- Applies experience and knowledge in the practices, techniques, and procedures of the design and construction industry related to educational/institutional facilities.
- Applies experience and knowledge in the preparation, use, and interpretation of contract documents for construction including drawings, specifications, addenda, agreements, bonds, insurance, change orders and all certificates and forms associated with educational facility construction.
- Manages, evaluates, documents and reports on the performances of Project Architects and Engineers, Construction Manager, contractors and suppliers projects for use in the selection of these services.
- Communicates district strategic plan, oversees employees' performance, provides guidance, support, identifies needs, and manages reciprocal relationships between staff and the district so that each is successful.
- Implements direct supervisory responsibilities in accordance with district policies, and applicable state and federal laws.
- Manages human capital in areas of recruitment and retention of employees in department or division to include interviewing, onboarding, training, and evaluating employee performance.
- Addresses complaints and resolves issues with employees to include rewarding and disciplining employees as appropriate.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT
Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment. *Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.* *The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*
HISTORY OF JOB CLASSIFICATION
ISSUED: 5/82; BOARD APPROVED: 7/82; REVISED: 7/86 MW; BOARD APPROVED: 8/27/86; REVISED: 3/88 MW; BOARD APPROVED: 4/13/88; MQ'S REVISED: 11/91 PBL; BOARD APPROVED: 3/25/92; REVISED: 3/03; BOARD APPROVED: 04/15/03; REVISED MF REPORTING: 10/07 AK; REVISED FORMAT, SALARY SCHEDULE, TITLE, QUALS, MF, ER, ADA, 9/12 LM; BOARD APPROVED: 10/23/12; REVISED RT, MQ, MF, ER 12/20/23 PT; BOARD APPROVED: 02/27/24

MANAGER, FACILITIES CONSTRUCTION

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending	X				
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van					X
27. Other physical, mental or visual ability required by the job					X