Columbia Public Schools

Excellence in Education for *All* Students

Job Description

POSITION PROPERTIES

Position Title: Director of Facilities and Construction Services
Schedule / Grade: Salaried Support / 8
Job Code: 96DIRCT652
FLSA: Exempt
Calendar: ADSUP-S
Benefits: Eligible (Retirees not Eligible)
Contract Type: ADMIN
Bargaining Unit: None
Revised Date: 09/12/2025

PURPOSE

The Director of Facilities and Construction Services is the administrator of the Department of Facilities Services and Construction Services, which includes Specialized Maintenance Services, Grounds Services, and Construction Services and is responsible for management of the District's buildings, facilities, and grounds. The Director coordinates the delivery of essential facility maintenance and construction services, ensuring compliance with health, life safety, and building codes, recommending priorities for needed repairs and renovations, and directs the development of contingency plans under emergency conditions.

The Director assists in the preparation of the annual budget request for maintenance and repair of existing district buildings and facilities, including capital and long-range planning. The Director shall have experience in and oversee directly and indirectly meetings with architects and engineers, triannual inspections, testing and abatement projects, boiler maintenance and repair, grounds teams including turf fields and snow removal, locksmith and key management systems, energy and utility management, system intelligent services, playground planning and management, and long-term capital planning.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Attends meetings, training, and in-services for the purpose of maintaining skills, receiving and conveying information on new and improved procedures, as well as complying with district requirements.
- Ensures the success of the Department by coordinating the development of goals and objectives that are consistent with and supportive of the institutional mission of the district, reviewing and approving unit plans for Facilities Maintenance, Grounds Services,

and Construction Services within the context of the Department of Facilities Services and Construction Services' goals and objectives, and evaluating progress toward their achievement.

- Coordinates the delivery of essential facility services by organizing the various units of the Department of Facilities and Construction Services in a logical, non-duplicative, and effective manner which best meets the work requirements and mission of the department and the needs of the district and establishing appropriate policies and procedures that promote a strong service-orientation to students, faculty, and staff.
- Facilitates the development of an overall plan for needed repairs and renovations of district buildings and facilities, including master planning of utility infrastructure to maximize efficiency of the current building inventory while providing for future expansion, by analyzing the data from facilities audits, understanding the impact of repairs and/or renovations on existing mechanical, electrical, structural, and related systems, and recommending the appropriate priorities for repairs and renovations.
- Evaluates the condition of all district buildings and facilities by using audits of the facilities to document their current condition and compliance with health, life safety, and building codes, advises senior administration of the status of existing district facilities regarding life safety requirements, makes recommendations for corrective action of unsafe conditions, and includes problems and recommendations for corrective action in long-range plans.
- Ensures the success of capital projects and physical improvements by coordinating with Design & Construction from the installation and commissioning of engineered systems and preparation for occupancy continuing throughout the life of the facilities; on an ongoing basis, works with Design & Construction to develop solutions to facility-related problems.
- Provides for a safe campus environment by directing the development of appropriate contingency plans that anticipate requirements for extraordinary grounds, maintenance, and construction efforts under emergency conditions and includes the use of contracted services beyond the District's capability to provide needed services.
- Maintains an accurate Computer Maintenance Management System (CMMS) that records, stores, and retrieves repair, maintenance, and construction activities for all facilities on campus and ensures equipment and building systems are given proper maintenance through an effective preventative maintenance program to promote the longest possible life. Maintains pertinent information and project data in CMMS that will inform the operating units' maintenance efforts of new facilities and equipment.
- Works with others to help ensure that the conditions of plans and specifications on construction projects are met by contractors by observing progress being made in the field, reporting observations to those tasked to manage the project, and assisting with the review of any modifications that may be suggested during the construction of a project.
- Assists in the preparation of the annual budget requests for maintenance and repair of existing district buildings and facilities by developing data derived from facility audits that identify and prioritize repairs and renovations consistent with the campus master plan, identifying capital renewal projects which support the campus master plan,

assessing staffing and funding levels required to maintain campus facilities, and making recommendations to the Chief Financial and Operations Officer.

- Assists the district in helping to maintain a campus environment that is friendly to not only the disabled community, but the abled-bodied community as well by being familiar with access regulations and laws and when a discrepancy is discovered, bringing it to the attention of senior administration with possible solutions.
- Supports the district sustainability program, manages district utilities with a focus on efficient use of energy resources, assesses and uses new technology for energy conservation that is in the long-term best interest of district facility management, and facilitates the district's participation in the State's Materials Recovery Program.
- Determines the district's reliance on outside contractors for less significant projects by providing in-house construction support from the district construction team, assesses the effectiveness of using the district construction team, and recommends ways to make the process more efficient.
- Maintains and ensures control of all district keys through enforced customer accountability.
- Serves in an advisory capacity to the COO.
- Develop effective and efficient staff by hiring qualified applicants, training personnel to departmental standards, assigning work appropriate to employees' capabilities, and evaluating performance.
- Manages funds by planning, developing and controlling the annual departmental budgets.
- Facilitates a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as directed by the Chief Financial and/or Chief Operations Officers.

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on polices, regulations and values, visit http://www.cpsk12.org

REPORTING RELATIONSHIPS

Reports To: Chief Operations Officer
Supervises: Exempt and Non-Exempt Facilities and Construction Service Personnel

QUALIFICATIONS

Minimum: Bachelor's degree in management, Business Administration, Construction Management, or a related field and five years of experience in the management of a physical plant or as a facilities manager is required. The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds. Computer literacy, particularly in the use of automated work order systems and construction drawings and diagrams.

Preferred: Experience with an educational institution is preferred, leading a growing facilities and construction division is preferred. Specifically, long-term planning including experience in managing multiple bond projects is preferred.

Ideal Candidate: Management experience of 10 years is ideal, particularly problem-solving and decision-making as well as organizational and supervisory skills are required. Strong verbal and written communication skills.

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Present information to teachers, staff, other administrators, and boards. Respond to common questions and concerns. Interview staff, and teachers. Read, analyze, and interpret professional journals, memoranda, policies, administrative procedures, and statutes. Write business correspondence, including staff memoranda and newsletter articles. Keep information confidential when required by law, policy, or the nature of a particular situation.

Computation: Work with mathematical concepts, such as probability and statistical inference, and analyze data. Apply concepts such as fractions, percentages, ratios and proportions to practical situations. Perform computer word processing (including spreadsheets) and internet research. Access and create reports using the Districts student information software and databases.

Reasoning: Define problems, collect data, establish facts, and draw valid conclusions. Solve a variety of problems in many different situations. Interpret instructions presented in written, oral, diagram or schedule form. Demonstrate executive functions such as planning, organizing, remembering, and regulating information and behavior as they pertain to student performance and achievement.

Technology: Present information using a variety of media/technology sources. Access and create reports using the District's information software and databases. Readily utilize smart boards, projectors and other instructional technology provided by the district. Adhere to all District policies and procedures regarding technology use. These are essential functions of the job.

Physical demands: The selected applicant will frequently stand, stoop, bend and kneel; The selected applicant frequently moves throughout the building and must be able to walk long distances. Occasionally, the employee will lift or move up to 50 pounds. The selected applicant must have both close and distance vision. Consistent and regular attendance is an essential function of this position. Weekends or in evening hours are common.

Environmental conditions: The work environment is consistent with a typical office environment; however, they will occasionally be outside in temperatures below freezing and above 100 degrees. The individual who holds this position is frequently required to work irregular or extended hours.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer