GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: EXECUTIVE DIRECTOR – FACILITIES AND CONSTRUCTION MANAGEMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs responsible Facility Services work to carry out Board of Education policies and procedures relating to a wide variety of programs and activities. Work also involves assisting in developing and/or coordinating programs and policies in such Facility Services components as assuming the duties of the Chief Operations Officer in his/her absence; interpreting applicable federal, state, and local ordinances, policies and procedures; addressing employee complaints or concerns; and assisting elected officials with Facility Services matters. Employee must exercise initiative and independent judgment to ensure proper administration of Facility Services programs. Employee must also exercise tact and courtesy in frequent contact with employees, elected officials and representatives of outside agencies and organizations. Reports to the Chief Operations Officer.

SPECIFIC DUTIES AND RESPONSIBLITIES

ESSENTIAL JOB FUNCTIONS

Evaluates long-term needs in relation to major projects and property improvements and develops a five (5) year plan outlining it in cooperation with relevant County Departments.

Participates in pre-construction planning conferences.

Ensures required inspections and related engineering programs with public agencies are completed.

Supervises inspection of new building construction and renovation projects.

Visits construction projects to assure that plans, specifications, codes and regulations are being observed and followed.

Supervises a quality control program for materials used in new construction.

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Reviews and approves, for payment, bills submitted by building contractors, testing laboratories, consulting engineers, and surveying firms.

Receives and maintains insurance policies secured by contractors and verifies appropriate coverage for public liability, property damage, fire and workmen's compensation.

Investigates reports of faulty workmanship or materials in new construction and takes appropriate action under the terms of the guarantee.

Keeps the Chief Operations Officer informed of all matters relating to the progress of construction programs.

Prepares specifications and assembles bid documents as required on all projects that are routed through the public bid process.

Makes recommendations on time extension requests and assessment of liquidated damages.

Develops requests for proposals for obtaining professional services for various construction projects.

Arranges and conducts meetings with County staff, Board of Education members, Commissioners and the general public to promote good communications.

Checks and evaluates drawings and specifications submitted by architects, engineers and contractors making the necessary corrections, consistent with standards established by the Board of Education.

Prepares status reports on various projects and makes public presentations to the Board of Commissioners as required.

Monitors progress of each contractor and inspects all work for proper workmanship consistent with the contracts documents.

Obtains estimated costs for various construction projects throughout the County.

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Prepares budgets using estimated costs and constantly monitors costs to stay within the budget limitations.

Analyzes alternate construction methods.

Works closely with architects and engineers on projects.

Assures on time project completion within budget limits.

Suggests appropriate building systems, standardized components and construction methods.

Supplies the Chief Operations Officer with up to date local information on costs and availability of labor and material.

Develops workflow schedule to accommodate design and construction schedule.

Oversees preparation of bid packages for release.

Analyzes bids received from contractors and makes recommendations, after a thorough review.

Assists the Chief Operations Officer in preparation of contract documents.

Secure building permits as needed.

Familiarizes all concerned with schedule requirements, shop drawings, correspondence, quality control tests, job safety, site security and payment procedures.

Meshes drawing/design with procurement/contracting.

Provides monthly status reports.

Prepares drawings, as required, to supplement specifications when needed to complete a construction project.

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Assists in planning, developing, coordinating and evaluating the operations of the Facility Services division; assumes duties of the Chief Operations Officer in his/her absence.

Provides advice, support and assistance by interpreting policies and procedures and by counseling directors, officers, employees and other government agencies on functions in the Facility Services' area of responsibility.

Plans, directs, supervises, assigns and evaluates the Facility Services activities, such as applicant interviewing and recommending for hire.

Establishes goals and objectives for the Facility Services division; attends meetings representing the division in personnel matters.

Investigates, analyzes and formulates methods for handling special projects; oversees projects to completion and evaluates final results; prepares and reviews various reports and performs special projects; serves as liaison with outside agencies on special work programs and special projects; advises and directs Facility Services staff on a variety of non-routine matters.

Administers Equal Employment Opportunity/Affirmative Action programs; develops effective minority/female/handicapped participation programs.

Administers the written plans for district-wide programs such as employee right-to-know and blood borne pathogens training.

Determines the training related to Facility Services activities, develops and plans training programs to meet the established needs; coordinates the implementation of both ongoing and special interest training programs.

Serves as an integral consultant to the superintendent, associate superintendents, executive directors, directors and managers on Facility Services matters.

Coordinates the development of small problem-solving groups for individual projects and serves as a facilitator for these groups in achieving organizational goals; facilitates the identification and resolution of organizational problems.

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Develops methods for interaction between employees and managers concerning job responsibilities to enhance job satisfaction, solve job-related problems and improve organizational effectiveness; assists in creating a work environment, which emphasizes a commitment to service as a means to achieving personal satisfaction.

Develops plans and implements the district's advancement via energy technologies.

Seeks, applies for, and reviews grant applications for alternative funding sources.

Supervises Director of Planning and Director of Construction.

ADDITIONAL JOB FUNCTIONS

Performs other related work as may be required or assigned by the Chief Operations Officer.

MINIMUM TRAINING AND EXPERIENCE

Master's Degree in Engineering, Construction Management or related field preferred. Bachelor's degree in Engineering, Construction Management or related field and at least 10 years of progressively responsible experience or any equivalent combination of training and experience which provides the required knowledge, skills and abilities to perform the principle functions of the position.

SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, facsimile machines, etc. Must be physically able to operate a motor vehicle. Must be able to exert a negligible amount of force frequently or constantly to lift, carry,

push, pull or otherwise move objects. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from supervisors.

Language Ability: Requires the ability to read a variety of correspondences, reports, ordinances, forms, articles, manuals, etc. Requires the ability to prepare correspondence, reports, contracts, budgets, personnel records, requests for proposals, forms, studies, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English, technical or professional languages including insurance, personnel and government terminology

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to understand and apply the principles of descriptive statistics and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

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Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment or tools of the position.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shapes of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Must be able to demonstrate ability to plan, organize, and administer a comprehensive facility planning/construction program.

Must be able to operate PC and AS400 (orientation to AS400 programs provided)

Thorough Knowledge of federal, state and local laws; codes and regulations related to facilities management.

Working knowledge of modern and complex principals; and practices used in planning, construction, and the maintenance of facilities.

Thorough knowledge and confidence to make decisions with little supervision relating to capital improvement projects; assist other internally and externally with decisions relating to capital improvements projects; and establish a meet milestone dates for the department to assure overall goals and objectives of the department are met.

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Knowledge of state laws relating to fiscal controls and budgetary guidelines of public bid and construction.

Ability to supervise professional, skilled trades, and administrative personnel.

Knowledge of principals and practices of budgetary preparation and administration.

Knowledge of quality management principals, practices, and applications.

Ability to read, interpret and critique civil, architectural and engineering building designs.

Ability to organize, direct, and implement a comprehensive safety program.

Ability to estimate labor, materials, and equipment needed for a variety of capital improvement projects.

Ability to research, analyze and assist in the development of budgets.

Working knowledge of computer software to include word processing and spreadsheet preparations.

Working knowledge of federal, state and local laws, rules and regulations governing Facility Services functions of child nutrition services, facilities planning, construction, maintenance of school facilities, technology and data processing, finance, accounting, payroll, warehousing and purchasing.

Thorough knowledge of funding sources and mechanisms for public schools.

Thorough knowledge of the organization and current operations of the school system.

Thorough knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

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Considerable knowledge of, managerial and supervisory practices and techniques.

Considerable knowledge of the principles of supervision, organization and administration.

Ability to provide leadership and to supervise the planning, development and establishment of new, modified and/or improved programs, services and activities.

Ability to analyze and interpret policy and procedural guidelines, and to formulate, develops and presents recommendations to resolve problems and questions.

Ability to organize workflow and coordinate activities.

Ability to research program documents and narrative materials and to compile reports from information gathered.

Ability to make administrative decisions in accordance with laws, ordinances, regulations and school system policies and procedures.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before large groups of people.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.