

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

DIRECTOR OF FACILITIES AND CONSTRUCTION
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Required Qualifications:

- Bachelor's Degree in building construction, business, management, engineering or related field with eight (8) years of experience or Associates Degree with ten (10) years of experience*
- Possess a working knowledge of facilities construction/planning with at least eight (8) years of experience in the performance of tasks similar to that in the district Facilities Department
- Minimum of seven (7) years of experience in an administrative and/or supervisory capacity for construction of educational facilities, business engineering, or architect in similar operation to that of a facilities department
- Fiscal competence in the areas of budgeting and cost control
- Ability to work with and supervise a diverse cross section of personnel including architects, engineers, contractors, skilled workmen, laborers, educators and administrative staff
- Familiarity with a broad range of electrical, mechanical, construction, safety and related subjects
- Strong sense of responsibility and initiative, the ability to make sound judgments and to work under pressure and in emergency situations
- Proven ability to train personnel for a successful operation
- Knowledge of construction delivery methods
- Must possess a valid Florida driver's license

*In lieu of the above degree requirement, experience relative to performance responsibilities may substitute on a year-for-year basis for a post-secondary degree.

Desired Qualifications:

- Master's Degree
- Specialization in architecture, engineering, construction management, business or related field
- Working knowledge of computerized maintenance management systems
- Documented knowledge of energy conservation
- Knowledge of laws, regulations, and codes governing school planning and construction

Performance Responsibilities:

- Direct the development and implementation of the district's master plan for site acquisition, facilities design, construction and improvements
- Direct the development of the district's short-range and long-range plan for major and minor renovation, remodeling and new construction
- Direct the planning of educational facilities, including the annual review of school plant and facility needs and the recommendation of priorities
- Develop and control the district construction budget and capital improvement budget

- Coordinate warranties, training, equipment, inventories and technical information upon acceptance of new facilities
- Direct all construction projects undertaken by district personnel
- Direct and inspect, through the staff, the improvement and renovation work performed by outside contractors and verify that terms of all such contracts have been fulfilled before recommending final payment
- Direct the preparation of the Florida Inventory of School Houses (FISH) Report
- Direct the implementation of recommendations contained in the District's Educational Plant Survey
- Assist in the acquisition and disposition of school sites
- Prepare the annual Facilities Operations Department operating and capital budgets
- Coordinate ongoing multiple major multi-million dollar projects
- Determine required staffing levels for Facilities Department
- Review the performance of all personnel directly assigned in accordance with standard procedures
- Supervise staff and oversee assigned departments of Facilities, Fire, Warehouse, Property Control, Printing, and Records
- Attend the bi-weekly school board meeting
- Participate proactively with the public and other public information related services regarding the Facilities Department
- Keep the Executive Director of Support Operations abreast of all ongoing situations, programs, changes and practices in the areas of assigned responsibility
- Serve in various capacities in coordination with local agencies during emergencies
- Sustain focus and attention to detail
- Perform other duties as assigned by the Executive Director of Support Operations and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Executive Director of Support Operations and/or designee

Evaluation:

Annual evaluation done by the Executive Director of Support Operations and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Administrative

Job Code:

81005

Board Approved: 02/06/96

Revised: 09/03/02, 09/02/08, 01/20/09, 07/28/09, 05/17/11, 09/06/11, 06/05/12, 06/10/14, 7/6/15, 11/7/17, 4/23/19