



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: EXECUTIVE DIRECTOR OF FACILITIES

QUALIFICATIONS:

1. Ten (10) years combined experience as an architect, engineer, plans examiner, building code inspector, registered or certified contractor, or construction project manager, with at least five (5) years of such experience in supervisory positions; five of which such years must have been in an administrative position in a field related to facility planning or new construction.
OR
2. A combination of postsecondary education in the field of construction or related field, no more than five (5) years of which may be applied, and experience as an architect, engineer, plans examiner, building code inspector, registered or certified contractor, or construction superintendent which totals ten (10) years, with at least five (5) years of such total being experience in supervisory positions and five (5) years of such experience being in an administrative position in a field related to facility planning or new construction.

PHYSICAL REQUIREMENTS: Light work; Ability to sit and use a computer for long periods of time

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: 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 as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

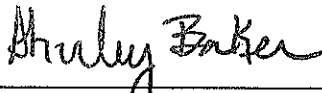
1. Empowers leadership to departmental administrators and staff within areas of responsibility on organizational chart to ensure that the philosophy and goals for the Bay District School System and Florida School Board Rules are implemented and that District accountability is ensured.
2. Recommends, develops, and monitors both annual and specific capital outlay project budgets and monitors all project budgets as per district guidelines.
3. Serves as chief liaison with governmental agencies regarding school concurrency site acquisition, zoning, environmental consideration, permitting of projects, inter-local agreements, Department of Education, etc.
4. Coordinates the selection and hiring of architects, engineers, and other consultants, and coordinates the activities of the selection committee.
5. Consults with and advises architects and engineers in the design, working drawings and specifications for new construction.
6. Works with the curriculum personnel in development of education specifications.
7. Supervises the preparation of the agenda for School Board meetings related to facility construction, renovations, equipping, and related matters.
8. Directs the review of final plans and specifications for compliance with State Board of Education regulations, School Board policies, and other applicable codes. Directs the inspection process for compliance with the Florida Building Code and State Requirements for Educational Facilities and ensures the District gets a quality product that provides a safe and healthy learning environment.
9. Coordinates the acquisition and disposition of School Board owned real estate.
10. Maintains and updates all documents and records as required by Board policy and State Statutes, including the Florida Inventory of School Houses (FISH).
11. Develops an annual survey and recommends a five (5) year and a ten (10) year capital outlay plan for annual budget preparation.
12. Provides quality assurance of environmental conditions of all facilities.

13. Recommends the employment and retention of all personnel within the area of assigned responsibility on organizational chart based on the District's employment and assessment policies and procedures.
14. Directs and enforces the requirements of the Florida Building Code and the Florida Fire Prevention Codes.
15. Facilitates problem solving with individuals and/or groups.
16. Demonstrates initiative in identifying potential problems or opportunities for improvement and takes appropriate action.
17. Works directly with principals in planning facility work for those centers.
18. Reviews job responsibilities of personnel in the area of assigned responsibility on organizational chart and makes recommendations to the Superintendent and Board for the realignment of responsibilities in keeping with best practices.
19. Prepares, recommends and administers budgets for the area of assigned responsibility on organizational chart.
20. Recommends, implements and interprets policy in the area of assigned responsibility on organizational chart.
21. Develops and implements systems for the efficient and effective delivery of services in the assigned area of responsibility on organizational chart.
22. Assists the Deputy Superintendent and Superintendent in the problematic intervention and resolution of incidents related to the area of assigned responsibility on organizational chart.
23. Assists the Deputy Superintendent and Superintendent in the interpretation of data and practices from the area of assigned responsibility on organizational chart in the assessment of school-based administrators.
24. Performs other related duties as be assigned by the Superintendent.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in Current Salary Schedule 2.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.



Reviewed by Dept. of Human Resources

APPROVED APR 14 2020

Adopted by Bay District School Board

Bay District Schools is an Equal Opportunity Employer