

Nassau County School District Employment Opportunity

* Position Title and Job Code (if any) – Director of Facilities – Job Code 81005

* Required & Preferred Qualifications (provide copy of job description, if available)

The application, resume and evidence of a Bachelor's Degree or higher, with emphasis as listed in the qualification below, should be completed in Applicant Tracking.

The resume should address any applicable preferred qualifications that are listed for this position.

QUALIFICATIONS:

- (1) Bachelor's Degree or higher, from an accredited educational institution, in one of the following areas: Architecture, Business Education or Management, Engineering, Educational Leadership, Administration, or School Principal.
- (2) In lieu of a Bachelor's Degree, a minimum of five (5) years experience in the field of Industrial Management or public education.
- (3) Experience in supervisory role.
- (4) Hold or be able to obtain a State Requirements of Educational Facilities (SREF) certificate from the Department of Education within one (1) year of appointment.

PREFERRED QUALIFICATIONS:

- Experience in the field of K-12 educational facilities management.
- Experience in effectively managing the job performance of a large number of subordinates.
- Demonstrated use of positive and effective interpersonal communication skills.
- Possession of skills in utilizing Microsoft Word, Excel, and other applicable software products to accomplish tasks efficiently and effectively.
- Demonstrated experience in working effectively with administrators, professional service providers (architects, engineers, etc.) and the community members to effectively maintain all properties and school plants.
- Demonstrated experience in overseeing new construction as needed to meet the demands of the district.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of techniques used in construction, remodeling and maintenance. Knowledge of and skill to construct annual budgets based on the needs of the District. Knowledge of all statutes and regulations governing construction and maintenance work as it pertains to governmental educational facilities. Skill to oversee design and construction projects. Possess positive interpersonal skills for team building.

REPORTS TO:

Superintendent of Schools

JOB GOAL

To effectively direct the function of maintenance, capital improvements, capital outlay, environmental, energy, safety, security and warehousing programs. To maintain all property and school plants in good condition to assure optimum educational improvement.

SUPERVISES:

Construction Services Manager/Code Enforcement Department

Operations Manager

Maintenance Manager

Other Employees in the Facilities Department

PERFORMANCE RESPONSIBILITIES:

- *(1) Serve as the District's Capital Outlay Advisor.
- *(2) Develop, coordinate, and implement procedures that will ensure a safe, clean, attractive and pleasant district and school atmosphere.
- *(3) Assist in the development and implementation of the district's five-year building plan.
- *(4) Assist in the development and formulation of appropriate educational specifications.
- *(5) Direct and coordinate the planning of educational facilities including the annual review of school plant and facility needs and make recommendations on the priority of improvements.
- *(6) Recommend and implement criteria relating to whether identified facility needs are to be met by standard or contract maintenance procedures or construction projects.
- *(7) Oversee, in collaboration with the Maintenance Manager, maintenance, repair and construction projects undertaken by District personnel.
- *(8) Assist in the selection of architectural and /or engineering firms and outside contractors for design and construction work.
- *(9) Meet with the Construction Services Manager, principals, school committee members and consultants during design phases of construction projects.
- *(10) Supervise the design and construction of all projects, including review of pay requests, inspections and change orders.
- *(11) Coordinate and supervise improvements and renovation work performed by outside contractors and verify that the terms of all such contracts have been fulfilled before authorizing final payment.
- *(12) Coordinate maintenance activities, capital improvements and capital outlay projects to prevent overlapping of activities.
- *(13) Oversee inspection, approval, and reporting of all maintenance, repair, and construction projects and, when applicable, for compliance with building codes from project design throughout all phases of construction.
- *(14) Develop standards for the maintenance of District educational and ancillary facilities.
- *(15) Along with the Maintenance Manager, coordinate regular, weekly if possible, inspections of all school facilities to perform a thorough evaluation of the status /deficiencies as it pertains to the facility and to ensure compliance with health, safety, and sanitation codes to determine needed maintenance and repairs.

- *(16) Oversee code enforcement of all improvements associated with properties owned by the Nassau County School District (Nassau County Fairgrounds, etc.)
- *(17) Submit required annual code compliance reports to the Florida Department of Education.
- *(18) Administer the maintenance safety program including the development and implementation of a progressive safety program to prevent accidents.
- *(19) Oversee the development of safety programs and required record-keeping and training.
- *(20) Oversee and make capital improvements as determined by the district security personnel.
- *(21) Review requests for maintenance and repair work and establish priority assignments and scheduling of work through the Maintenance Manager.
- *(22) Maintain a long-range preventive maintenance program, prepare short-range schedules for programmed work, and develop a system of priorities for non-programmed maintenance work with types of work identified for each priority.
- *(23) Supervise the estimating cost of maintenance, remodeling, renovation, capital improvement and repair projects in terms of labor, materials, and overhead.
- *(24) Oversee / direct the District's energy conservation program and serve as a liaison between the District and the energy conservation company, if applicable.
- *(25) Direct the District's environmental program including potable water, waste water, storm water, AHERA, Radon, indoor air quality, lamp disposal, and refrigerant recovery, etc.
- *(26) Supervise the function of property control including maintenance of property records and appropriate inventory control for maintenance and capital improvement.
- *(27) Develop and implement policies and programs to ensure compliance with all regulatory agency rules.
- *(28) Direct and control warehousing operations.
- *(29) Assist in the acquisition and disposition of School Board owned real property.
- *(30) Prepare the Facilities and Operations Departmental budget and provide input into the district-wide budget.
- *(31) Supervise assigned personnel, conduct annual performance appraisals, and recommend appropriate employment action.
- *(32) Assist in the development, implementation, and evaluation of staff development activities for maintenance and capital improvement personnel.
- *(33) Prepare all required reports and maintain all appropriate records.
- *(34) Assist with the development of policies and administrative rules related to assigned areas of responsibility.
- *(35) Serve on the Nassau County Board of County Commissioners American with Disabilities Act (ADA) Advisory Council.
- *(36) Serve as Chairman on the Planning and Growth Committee for the Nassau County School District.
- *(37) Serve as liaison between all utility providers, including but not limited to, Florida Power and Light, Florida Public Utilities, Jacksonville Electric Authority, City of Fernandina Beach, Town of Callahan, Town of Hilliard, Okefenokee Power,
etc.
- *(38) Coordinate between the School District and Nassau County Emergency Management for shelter operations as needed.
- (39) Serve as a mentor to a school principal as directed by the Superintendent.

(40) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

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.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be appraised in accordance with provisions of the Board's policy on appraisal of personnel.

*Essential Performance Responsibilities

* Application Deadline – Until Filled

* Anticipated Start Date - ASAP

* Salary Range - \$81,832.00 - \$85,232.00 (Beginning Salary Range)

* Contact - (Please include as many of the following, as appropriate)

- Contact Name - Personnel Services Department
- Mailing Address - 1201 Atlantic Avenue Fernandina Beach, FL 32034
- Phone # 904-491-9874
- SunCom #
- Fax # 904-277-9039
- Email Address – mcdonaldju1@nassau.k12.fl.us
- Website URL
 - Online Application Website - www.applitrack.com/nassau/onlineapp
 - School District Employment Website - <https://www.nassau.k12.fl.us/site/Default.aspx?PageID=752>