

**Orange County Public School
Job Description**

**FACILITIES EXECUTIVE DIRECTOR
(Construction)**

QUALIFICATIONS:

1. Bachelor's Degree in architecture, engineering, construction, or related field, or any equivalent combination of related education, training and/or experience which provides the required knowledge, skills and abilities to perform the essential job functions.
2. Fifteen (15) years of experience with progressively increasing responsibility for overall management of medium to large commercial, industrial or public construction projects or programs, providing both new and renovated facilities, including at least ten (10) years at a supervisory level.
3. Experience in leading large teams responsible for successful construction and renovation projects and programs from project conception through completion and warranty phases.
4. Experience directing large construction and renovation programs exceeding \$250M in annual expenditures is preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Skilled in leadership and management of large project management teams; skilled in administration and management of personnel, design professionals, program management firms, construction management firms, construction contractors, and other construction consulting services; skilled in negotiating multimillion dollar design and construction contracts; skilled in quality control/quality assurance methods and the ability to apply these principles to the design and construction process; knowledge of automated information management systems as they relate to design and construction; ability to plan, prepare, implement, and supervise budgets; knowledge of long range and short range facilities planning, construction, maintenance and renovation; ability to effectively use problem-solving skills; effective public relations and communication skills; knowledge of corrective and preventive maintenance; an understanding of metrics and continuous process improvement; and knowledge of OSHA, EPA, Department of Education, SREF, and other applicable standards and regulations for design and construction of educational facilities.

REPORTS TO:

Chief Facilities Officer

JOB GOAL:

To provide effective management of the district's construction and renovation program to ensure cost effective and timely delivery of quality capital improvement projects consistent with the district's goals.

SUPERVISES:

Senior Construction Director, Facilities Director Construction Planning, Senior Director Construction Planning, Senior Business Analyst, Senior Facilities Manager Design, Senior

Manager, Facilities Communication, Senior O/M Manager Facilities Fiscal Services

MACHINES, TOOLS, EQUIPMENT:

Machines, tools, equipment, electronic devices, vehicles, etc., used in this position. Telephone, Computer, (Personal Computer and Mainframe), Automobile, Copier

PHYSICAL REQUIREMENTS:

Describes physical conditions of this position.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITY:

Physical activities of this position. Percent of a typical day involved in each applicable activity is noted.

Percentage

- 70 Sitting: Resting with the body supported by the buttocks or thighs.
- 10 Standing: Assuming an upright position on the feet, particularly for sustained periods of time.
- 10 Walking: Moving about on foot to accomplish tasks, particularly for long distances.
- 5 Bending: Lowering the body forward from the waist.
- 5 Reaching: Extending hand(s) and arm(s) in any direction.
- 5 Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position through the use of the upper extremities and back muscles exerting up to 10 pounds of force.
- 80 Finger Dexterity: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
- 70 Grasping: Applying pressure to an object with the fingers and palm.
- 90 Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
- 90 Hearing Acuity: The ability to perceive speech and other environmental sounds at normal loudness levels.
- 90 Visual Acuity: The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

Note: Will total more than 100 percent as several activities may be performed at one time.

WORKING CONDITIONS:

Conditions the worker will be subject to in this position.

Indoors and Outdoors: The worker is subject to both environmental conditions. Activities occur inside and outside.

PERFORMANCE RESPONSIBILITIES:

- * Manifest a professional code of ethics and values.
- * Respond to internal and external customers in a timely, accurate, courteous and empathetic manner representing OCPS in a positive light.
- * Model the routine, intentional and effective use of technology in daily work, including communications, organization and management tasks.
- * Manage all functions and services in construction consistent with district goals, and, with and through staff, develop plans and identify expected outcomes/results for each department for which he/she is responsible.
- * Plan and direct a system of feedback and assessment of the services provided by the construction section as perceived by users of those services.
- * Direct, supervise and evaluate the performance of each manager reporting directly to him/her in terms of holding them accountable for productivity in achieving expected results and supporting the district's goals.
- * Develop and oversee programs for quality assurance, process improvement and productivity enhancement.
- * Provide leadership direction and motivation to the construction section.
- * Ensure adherence to policies and procedures.
- * Facilitate communication between construction and other internal and external entities.
- * Coach and/or mentor subordinates.
- * Promote and provide for staff development opportunities.
- * Ensure adherence to schedule, budget and established financial controls.
- * Serve as a key focal point for dissemination of information from and to the construction section.
- * Oversee the development, annual update, and successful implementation of the Construction long-range strategic plan, with an emphasis on optimization of life cycle costs.
- * Oversee the development and implementation of construction work processes.
- * Coordinate with other operational departments to ensure minimal impact on educational programs.
- * Oversee development and maintenance of consistent, districtwide standards and specifications for facilities.
- * Oversee management of construction and consultant contracts.
- * Develop and maintain an accountability-based reporting mechanism to track operational efficiency and productivity.
- * Ensure compliance with all applicable laws and regulatory requirements for construction of facilities.
- * Keep the Chief Facilities Officer informed of all issues about which he or she should be aware.
- * Fulfill all responsibilities of the Chief Facilities Officer in his/her absence.

- * Follow the district's policies and procedures as related to all HRMD guidelines and the district's instructional initiatives.
- * Follow the district's policies and procedures as related to fixed assets.
- * Develop leadership in subordinates.
- * Responsible for keeping up to date on current technology being used by OCPs. With the support of the district, attend training to ensure skill level in various technologies is at the level required to perform in current position.
- * Responsible for maintaining timely and accurate information and accountable for the quality of information maintained by those they supervise.
- * Responsible for self-development and keeping up to date on current research, trends and best practices relevant to the area of responsibility.
- Perform other duties and responsibilities as assigned by supervisor.

TERMS OF EMPLOYMENT:

Non-bargaining unit compensation plan, twelve months, 8.0 hours per day.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel with emphasis on meeting the responsibilities and objectives outlined herein.