



FACILITIES DIRECTOR

Job Description
November 29, 2010

Position Summary

Perform highly responsible leadership and management of the acquisition, construction, remodeling and improvements of facilities; energy conservation; health and safety; grounds and maintenance departments.

Reporting Relationship

Report to the Executive Director, Operations

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Direct divisional managers and supervisors in the operations and maintenance of schools so that the environment provided is conducive to, and supportive of teaching and learning.

Review change orders and other documents which define or alter construction contracts; monitor construction contracts; approve pay applications for consultants and contractors.

Provide leadership and direction in the development of strategic plans relating to building construction and environmental safety at the district; develop long range plans for alternative and capital bonds; evaluate operations and maintenance needs of facilities; provide cost estimates for work; schedule capital and deferred maintenance projects; conduct space utilization studies of district facilities to identify the capacities of facilities and inappropriate uses of space; make recommendations to facilitate program needs.

Direct the work of district staff and consulting firms providing architectural and environmental safety work for the district, including the coordination of project assignments and work coaching.

Develop district construction standards, policies and procedures; supervise the construction administration process, including ensuring that construction and other contractors comply with prevailing wage and other labor issues.

Responsibilities (continued)

Analyze construction projects and determine the efficacy of entering into a project labor agreement (PLA).

Direct the development of energy management initiatives and maintenance of energy-consuming systems and equipment.

Monitor and track the effectiveness and associated costs of contractual services supplied to the Facilities Department.

Evaluate employee performance and promote staff development.

Develop an annual budget reflecting the financial and personnel resources necessary to satisfy planned objectives and manage the annual budget within approved parameters.

Develop and maintain working relationships with local planning agencies and internal groups.

Maintain compliance with building and fire codes in the design and construction of facilities and their operations.

Develop, manage and maintain City of Saint Paul and School District joint-use agreements and other property lease agreements.

Manage the disposal of surplus school properties in accordance with Board of Education policies and procedures.

Serve as a liaison for the District to the Capital Expenditure Advisory Committee (CEAC) and other committees and task forces as assigned.

Contribute to the District's inclusive workplace efforts by fostering a safe, welcoming and respectful environment.

Perform other related duties as assigned.

Knowledge, Skills and Abilities

Considerable knowledge of management theories and techniques.

Considerable knowledge of institutional building construction methods and techniques related to the areas of general, mechanical and electrical construction.

Knowledge, Skills and Abilities (continued)

Considerable knowledge of the laws, rules and regulations relating to building construction and building maintenance and operations.

Knowledge of the compliance and reporting requirements of regulatory agencies.

Considerable ability to effectively administer a large staff including management of public sector personnel and other classified personnel represented by bargaining groups.

Considerable ability to work cooperatively with administrators, staff members, other professional groups and the public.

Considerable ability to plan and administer budgets.

Considerable ability to communicate effectively, both orally and in writing.

Considerable ability to work with community groups to coordinate community planning with school planning.

Considerable ability to respond to building and environmental safety emergencies.

Considerable ability to plan, supervise and evaluate the work of others.

Considerable ability to develop strategic plans and recommendations and to implement projects and programs.

Minimum Qualifications

Bachelor's degree in engineering or architecture, executive management or a related field and five years of experience in the management of building construction and/or building maintenance and operations. Must be registered or be eligible for registration as a professional Engineer or Architect in the State of Minnesota.

Preferred Qualifications

Significant experience in large public school system or other public sector institution.