
DIRECTOR, FACILITY DESIGN & CONSTRUCTION

TITLE: Director, Facility Design & Construction

REPORTS TO: Chief Operating Officer

SUPERVISES: Support Staff

JOB FUNCTION: Directs the planning, design and construction of capital improvements including major new building and renovation projects; Provides coordination between the Directors of the Department of Physical Support Services, other District administrators with project design consultants and building contractors; Supervises the Facility Design & Construction staff in the full implementation of contracted services and products.

DUTIES AND RESPONSIBILITIES:

- Provides leadership by facilitating positive relationships between District administrators, architects, engineers, local/state/federal officials, contractors, subcontractors, vendors and other persons in positions to achieve the District facility design and construction goals.
- Determines facility design requirements that support current and future District instructional goals. Develops and maintains written facility space standards to describe and promote these requirements throughout all projects.
- Supports the District financial objectives and funding process by preparing estimates, by making recommendations related to major new building and renovation expenditures, and by collecting and analyzing historic project cost data relative to national and local economic trends.
- Supervises the planning, design and construction process for new and renovated facilities to achieve the instructional and financial goals of the District. Develops and maintains written contract standards governing the activities of design consultants, contractors and vendors to promote best practices in meet District-wide priorities.

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DUTIES AND RESPONSIBILITIES (CONT.):

- Supervises the continued improvement of District facilities to enhance and support instruction through the selection and use of appropriate building materials and systems.
- Acts as the prime point of contact and communication between the District and the design consultants, contractors and vendors providing design and construction services on all projects.
- Provides technical assistance and consultation to the Chief Operating Officer and District administrators, regarding the planning, construction and renovation of school facilities, properties and equipment. Coordinate the design and construction for major new building and renovation projects to optimize the benefits to all District stakeholders.
- Provides technical assistance relative to the acquisition of new facility sites. Supervises the collection of pre-acquisition information to support decision-making and recommendations related to new sites.
- Acts as the prime point of contact and communication between the District and the Kentucky Department of Education relative to document submittal and approval process for major new
- Building and renovation projects. Supervises the preparation of all documents required to satisfy administrative regulations.
- Acts as the prime point of contact and communication between the District and local/state/federal regulatory authorities relative to document submittal and approval process for major new building and renovation projects. Supervises the preparation of all documents required to satisfy building codes and other regulations.
- Manages the activities of multiple project design teams and schedules to achieve District priorities.
- Prepares agenda items, special reports and other documents for Board review and approval.
- Review plans and specifications, design consultation and construction contracts, change orders, applications for payment and all other required project documents in order to provide a recommendation for Board approval when required.

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DUTIES AND RESPONSIBILITIES (CONT.):

- Acts as the prime point of contact and communication for the activities of the Local Planning Committee throughout the preparation of the 4-year District Facility Plan as required by the Kentucky Department of Education. Facilitates meetings, provides meeting minutes, schedules and supporting documentation from facility surveys and other District data. Prepares proposed LPC facility plans for Board and KDE approval.
- Maintains professional continuing education requirements and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies.
- Performs other duties as assigned.
- Maintain regular attendance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Educational facility planning and design; the design and construction process; construction techniques; building systems and materials; energy conservation; maintainability techniques; operational efficiency; safety/security planning; and emerging school design concepts such as high performance schools, sustainability and Leadership in Energy and Environmental Design.
- Design consultant and construction contracts; professional liability issues; construction law; quality control; cost estimating; life cycle costing; and project scheduling and cost accounting.
- Kentucky Department of Education administrative regulations 702 KAR 4:160 Capital Construction Process and 702 KAR 4:170 Facility Programming and Construction Criteria.
- Applicable state building codes; and federal regulations governing school construction.

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KNOWLEDGE AND ABILITIES (CONT.):**ABILITY TO:**

- Understand and accurately interpret plans and specifications for new buildings and renovations, product literature and technical reports.
- Analyze and evaluate design consultant and general construction contracts and other proposals.
- Understand and accurately interpret building codes, laws, regulations and guidelines related to school construction.
- Coordinate multiple project schedules while supervising the activities of staff, design consultants and contractors to achieve District-wide goals to enhance instruction through better facilities.
- Track, record and evaluate progress, budgets and expenditures, for both individual projects as well as the long-range facility plan.
- Prepare the documentation required by the design and construction process.
- Establish and maintain a cooperative and effective working relationship with a diverse group of school administrators and staff, teachers, design and building professionals, code officials, parents and other community stakeholders.
- Utilize highly effective oral and written communication skills.
- Utilize a computer and software in support of job activities.
- Work independently with little direction.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds.

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EDUCATION AND EXPERIENCE

- BA/BS degree in related field

LICENSES AND OTHER REQUIREMENTS:

- Must possess a valid professional registration as an Architect in the Commonwealth of Kentucky.
- Must possess a valid Kentucky driver's license or be able to obtain one within ten days of hire.

Original Date: _____

Revision Date: 05/2005

Revision Date: 07/2012