



Job Title: **Assistant Director of Facilities Services**
 Department: **Facilities Services**
 Supervisor: **Director of Facilities Services**
 Lane Placement: **Administrative Lane 6**
 Schedule: **8 hrs / 242 days** Evaluation Group: **JAES**
 FLSA Classification: **Exempt**

JOB DESCRIPTION

Under the supervision of the Director of Facilities Services, the Assistant Director is responsible to manage the District's Construction Management Software Program involving capital and bond program funds and projects. Incumbent is also responsible to maintain an ongoing long-range capital facilities plan. May also assist with leadership duties and responsibilities, including all aspects of facilities services as directed.

ESSENTIAL FUNCTIONS

- Management of the construction management database system to include all notices (reminders, expiration, termination, options to renew, and requirements).
- Responsible to coordinate, maintain and develop a long-range capital facilities master plan, subject to the Director's approval.
- Assists with the coordination and management of the District's-Capital Outlay and Construction Service program.
- To be the liaison between the Facilities Department, Purchasing Department and State Office of Education for the development of Request for Qualifications, Request for Proposals, Bids, and other solicitations and methods of delivery for service and materials.
- Assist with the development of School Board Meeting/Study Session agenda items.
- Work with staff on the development of scope of work, schedule, budget, submittal review criteria and scoring weights, oral presentations, interviews, and final review solicitations and award recommendation.
- Designs, drafts, and writes specifications for small capital outlay projects, and puts them out to bid.
- Coordinates all changes in construction as required by District to facilitate and update necessary changes.
- Ensures that all applicable code compliance, national and local, are enforced.
- Performs some project cost estimating as part of the District budgeting process.
- Responsible for coordinating and scheduling work so that safety is maintained and deadlines are met.
- Requires substantial emphasis in public relations responsibility in dealing with school and District personnel, patrons, outside contractors, consultants, and suppliers.
- Has primary responsibility for coordinating all matters between District staff and outside consultants as directed by the District of Facilities.
- Ensures proper permits, enclosures, work practices, supervision and coordination.
- Requires office and field work.
- Responsible for the safety of all workers, District and student personnel through proper building surveillance, maintenance, project planning and design, and proper selection and training of project participants.
- Incumbent is on call 24 hours for emergencies.
- Predictable and reliable attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Any combination equivalent to a bachelor's degree in business administration, engineering, architecture or related field, and five (5) years experience in maintenance, grounds, contracting, or construction or related functions with at least three (3) years experience in a supervisory capacity.
- School business management including knowledge of facilities acquisition, construction, architecture, engineering, and maintenance.
- State and local agency practices, policies, and protocol relating to school facilities.
- Building codes and other applicable laws, codes, regulations, policies and procedures.
- Budget preparation and control.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills. Plan, organize, direct, and resolve complex projects.
- Must demonstrate competence in reading, writing, and math.
- Requires a thorough knowledge of building construction techniques and detail.
- Requires ability to coordinate the work of contractors, architects, and engineers.
- Requires ability to read and produce blueprints and specifications.
- Requires thorough knowledge of Federal, State and local regulations regarding asbestos and a working knowledge of UBD, UPC, NEC, UMC, and Life Safety Codes.
- Must have a high degree of interpersonal skills. Interacts with District employees, maintenance, code compliance officials, outside contractors, consultants, district administrators, etc. to communicate methods and designs for all phases of new/remodel construction.
- Requires ability to handle emergency situations and make quick decisions to resolve unique problems for the best interest of the District.
- Must be a team player. Incumbent will work with other members of the staff to draw upon their mutual knowledge and experience to resolve problems.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Trade specific machines, tools and equipment.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Must climb on scaffolding, ladders and rooftops.
- Must be able to work in confined areas.
- Must endure heat, dust, and moisture.
- Must wear protective clothing and a respirator at appropriate times.
- Some physical exertion in handling lightweight materials, supplies and tools. Most lifting is not over 50 lbs.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 11/01/2019