




# JOB DESCRIPTION

|  |  |  |
|--|--|--|
|  | <h1>JOB DESCRIPTION</h1>   |  |
| <b>Number:</b>   | <b>Title:</b>  | Executive Director of Facilities Management  |
| <b>Nature of Position</b>  | <p>This position is responsible for the organization, direction, and supervision of Senior Director of Maintenance and Operations, Senior Director of Facilities Construction and other assigned personnel. The Executive Director of Facilities Management will be responsible for planning, construction, design, repair, and maintenance of all Board-owned facilities. The Executive Director will lead project management teams composed of the architect, construction manager, major contractors, Senior Director of Facilities Construction, and the Senior Director of Maintenance and Operations.</p>  |  |
| <b>Reports To</b>  | <b>Title:</b> Superintendent   |  |
| <b>Education</b>   | <b>Required</b>  | <ul style="list-style-type: none"> <li>Bachelor's degree from an accredited college or university with a degree in business, architecture, engineering, or construction.</li> </ul>  |
|  | <b>Preferred</b>   | <ul style="list-style-type: none"> <li>Degree in architecture, engineering, facilities planning, or construction management</li> <li>Courses in business administration, public relations, real estate, accounting, school finance, and communications</li> </ul>  |
| <b>Experience, Skill, and Certification</b>                                      | <b>Required</b>  | <ul style="list-style-type: none"> <li>Experience in construction contract administration with specific experience in project management, team building and scheduling.</li> <li>Strong people skills and the ability to coordinate, manage and integrate the efforts of architects, engineers, educators, administrators, contractors, construction managers, and local and state agencies.</li> <li>Strong organizational and supervisory skills</li> <li>Strong interpersonal/communication skills</li> <li>Knowledge of Board policies and procedures</li> <li>Eligible for GA Professional Standards Support Certificate</li> </ul> |
|  | <b>Preferred</b>   | <ul style="list-style-type: none"> <li>Five years experience as an architect or engineer in the construction field with experience in school construction or public sector projects a plus.</li> </ul>   |
| <b>Duties and Responsibilities</b>   | <ol style="list-style-type: none"> <li>Implements and supervises the establishment of office procedures, including the preparation and maintenance of correspondence, records, and reports necessary to provide an efficient and effective organization. Examples may include, but not limited to budgetary reports.</li> <li>Implements and supervises all phases of the District-wide programs in the areas of facilities planning, design and construction.</li> <li>Manages projects and serves as leader with Construction Manager and Architect.</li> <li>Reviews, supervises and revises designs as they progress. Ensures projects are designed within budget.</li> <li>Reviews and assesses cost estimates and budget.</li> <li>Reviews and assesses accuracy of schedule.</li> <li>Interfaces with state departments and local inspectors.</li> <li>Monitors construction to ensure quality, schedule and budget.</li> <li>Supervises warranty phase of projects.</li> </ol> |  |

|                            |   |  |      |
|----------------------------|---|--|------|
|                            | <p>10. Prepares and submits annual budget requests.</p> <p>11. Oversees the management of maintenance department capital and projects for repairs and maintenance of all facilities and related equipment, preventative maintenance programs, grounds maintenance, and custodial programs.</p> <p>12. Monitors management of the maintenance department ensuring that customer needs are met, maintenance goals are achieved, and annual plans are developed for future projects involving maintenance, grounds and custodial programs.</p> <p>13. Performs other duties as necessary in support of District Accountability System.</p> |  |      |
| <b>Terms of Employment</b> | <p>Incumbents will be considered "at will." Appropriate pay will be determined based on the Grade as determined by Human Resources and allowable experience. This position is considered to be "essential personnel, critical staff" when there is an event that creates security challenges or disruptions to district operations. This position may be required to work during identified periods of an emergency as defined in Policy Regulation GBRB-R, Title: Professional Personnel Time Schedules. The work calendar will be 250 days. A2, exempt.</p> <p>Revised 12/18</p>  |  |      |
| <b>Approvals</b>           | Director Level  |  | DATE |
|                            | Chief Level   |  | DATE |
|                            | Human Resources   |  | DATE |
|                            | Superintendent  |  | DATE |



# JOB DESCRIPTION SUPPLEMENT

**Number: 10630**

**Title: Executive Director of Facilities**

**Non-Essential  
Responsibilities**

A responsibility is considered to be “non-essential” (for the purposes of compliance with the Americans with Disabilities Act) if:

- it is shared between multiple incumbents in the job; or
- it could be performed by an employee in another job within the workgroup.

Note the responsibility number from the list in the “Duties and Responsibilities” section for those responsibilities that could be considered “non-essential” based on this definition.

None

**Physical and  
Sensory Demands**

Most jobs in the District have physical and sensory demands that can be described by one of the two categories noted below. For jobs that require more physical or sensory effort, please list the requirements in this section. Check the box that is applicable for this position and complete any necessary information.

**OFFICE** Employees in this category are normally exposed to a typical environment. The employee has some control over the length of time sitting, standing, or ambulating. There are occasions that require the lifting or pulling of equipment or supplies, as well as bending, stooping, or stretching. There is frequent use of computers, telephone, and other standard office equipment, which includes reading, listening, writing, or speaking. There are few exceptional physical or sensory demands.

**CLASSROOM** Employees in this category spend at least most of the workday in a typical classroom or related educational environment. There will be prolonged periods of standing or walking, and there may be frequent bending, stooping, or stretching. There are occasions that require the lifting or pulling of equipment or supplies. Reading, listening, writing, and speaking are requirements. There are few exceptional physical or sensory demands, but there may be occasions that require the lifting or restraint of a student.

**EXCEPTIONAL PHYSICAL OR SENSORY DEMANDS**  
(Check any that apply to this job and complete the required information.)

- Heavy lifting of up to \_\_\_\_\_ pounds
- Frequent climbing up to \_\_\_\_\_ feet, and/or working on building roofs.
- Exposure to heavy dust, dirt, chemical or paint fumes, or other airborne matter.
- Exposure to extreme heat, electric current, hazardous chemicals or other potential hazards.
- Sitting or standing for extended periods with no control over rest periods.
- Other: Long periods of seated travel by car between locations will be required. There may be prolonged periods of standing and walking.