

Job Title: Director Facilities and Construction	Wage/Hour Status: Exempt
Reports to: Executive Director	Pay Grade: 108
Dept/School: Facilities and Construction	Date Revised: June 10, 2024

Primary Purpose

Maintain and provide safe, functional, and comfortable facilities to promote and contribute to the educational process.

Qualifications

Education/Certification

Bachelor's degree in engineering, architecture construction management or related field

Special Knowledge/Skills

- Knowledge of methods, principles and practices of engineering and architecture
- Knowledge of the design and construction of educational and commercial building projects
- Knowledge of municipal codes and ordinances
- Knowledge of bid preparations, project supervision and contract administration
- Ability to manage budget and personnel
- Ability to read blueprints and schematics
- Ability to interpret policies, procedures, and data
- Strong organization, communication, and interpersonal skills

Experience

Five (5) years' experience in management and supervision in the areas of engineering and architecture; and/or facility management and construction, and/or educational facilities management

Major Responsibilities and Duties

1. Coordinate and oversee construction projects for the District.
2. Assist in selection and procurement of professional services to be use for planning and executing anticipated and emergency construction and contracted repair service projects make recommendations to the Board.
3. Assist in the review of construction documents, schedules, and cost estimates for proposed construction and renovation work designed and prepared by private consulting design professionals.
4. Prepare, review, process, and submit contracts to the executive director and associate superintendent for design, construction, and maintenance projects.
5. Coordinate and direct special assignments issued to the department.
6. Assist in maintaining records and establishing the insurable value of new facilities and in preparing the annual reevaluation of insurance coverage for all facilities.
7. Coordinate with research and evaluation in identifying long-range requirements for school growth, construction, and land acquisition.
8. Maintain safety standards in conformance with federal, state, and insurance regulations; and develop a safety awareness program.
9. Consult with city, county, state, and federal officials to ensure conformity with codes and ordinances regulating district construction projects.
10. Conduct on-site inspection of construction projects to ensure conformance with construction documents, programs, and needs.

11. Work with other personnel in projecting student enrollment, staffing needs, building and facilities needs, and other cost items for District and individual school improvement.
12. Attend professional growth activities to keep abreast of latest trends and developments within the area of design construction.
13. Respond to after hour emergencies as needed.

Policy, Reports and Law

14. Complete periodic reports of construction project progress and make presentations to the Board.
15. Coordinate the storage and handling of construction documents.
16. Record and report all warranty time and make final warranty check prior to end of warranty periods.
17. Compile, maintain, and file all reports, records, and other documents required.

Budget and Inventory

18. Assist in the development and preparation of department's budget.
19. Estimate cost of construction and repair projects, including labor, materials, and other related costs.
20. Assist with the preparation of bidding documents, including notice and instructions to bidders, drawings, and specifications.
21. Assist with the evaluation of formal bids and makes recommendations for the awarding of contracts for Board approval.
22. Review and approve requests for payment.
23. Ensure that programs are cost effective and funds are managed accordingly.
24. Compile budget and cost estimates based on documented needs.

Personnel Management

25. Assign work to personnel and oversee completion.
26. Promote an organizational climate that result in positive staff morale and openness in the District.
27. Supervise the activities of staff members assigned to the department.
28. Develop and coordinate in-services for continuing staff development.
29. Recruit, train, and evaluate personnel.
30. Make sound recommendations regarding personnel actions.

Communication and Community Relations

31. Serve as a liaison between the El Paso Independent School District and various municipal, county and state agencies, professional organizations, and utility companies concerned with construction and land use planning.
32. Articulate to the public the District's mission and goals and department support for these directions.
33. Communicate with the staff, community, media, and Board.

Supervisory Responsibilities

Supervise assigned personnel

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent prolonged and irregular hours. Frequent District-wide travel; work indoor and outdoor o conduct on-site inspections of all construction projects.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____

Approved: _____
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Date: _____

My supervisor has reviewed this job description with me and has provided me a copy
Employee: _____
Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.