

Killeen Independent School District Job Description

Job Title: Director Construction and Facilities Planning
Reports To: Executive Director for Facilities Services
FLSA Status: Exempt

SUMMARY

Orchestrates, synchronizes, and leads the construction execution and facilities planning and capital improvement programs to include project prioritization, new construction, renovations, and life cycle analysis & replacement.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Creates and maintains the District's overall project priority list.

Coordinates the development of capital improvement construction projects to include cost estimation, design conceptualization, site analysis, and methods of procurement which brings the "best value" to the District.

Conducts independent cost estimation processes based on previous project pricing and RS Means with an objective of 10% variance in total project costs for capital improvement budget allocations.

Assists the Executive Director for Facilities Services in coordinating architectural and engineering services.

Assesses facility conditions and integrates requirements into work orders, discretionary projects, or capital outlay (contract) projects.

Creates and maintains facilities Life Cycle Replacement (LCR) data.

Previews and coordinates capital improvement project specifications, plans, and bid documents.

Ensures capital improvement project rough order of magnitude (ROM), scope of work (SOW), meet the standards outlined in the District's Facility Design and Construction Standards.

Manages construction field services and inspections for capital improvements projects.

Assists the Executive Director for Facilities Services in knowledge management, reporting, product delivery, and management of construction field services and capital construction projects.

Manages and maintains construction document archives, AutoCAD and building information modeling operations.

Develops and maintains knowledge and understanding of Texas state bid and purchasing laws and procedures.

Coordinates building permit applications with authorities having jurisdiction.

Performs capital construction project management.

Reviews and validates monthly payment applications as submitted by contractors for approval from the Executive Director for Facilities Services.

Reviews the warranty work order service performance for all construction and life cycle replacement projects and effective transition of systems to the Maintenance and Operations Preventative Maintenance.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises Facility Planning and Project Management Specialists from the requirements through project completion phases of District capital improvement projects; supervises a Construction Contracting and Budget Technician on pay applications, construction contract fiscal billing, and TEAMS database management. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Bachelor of Science degree, (Construction Management, Engineering, or Architectural preferred); two-year Associates Degree in Construction Management, Facilities Management (or equivalent), required; and a minimum of five years' experience in commercial construction project management, required.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from vendors, members of the board of trustees, administrators, principals, and staff.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER ABILITIES AND SKILLS

Functional knowledge of Autodesk tools and suites including AutoCAD, Revit, and BIM to develop design concept, site planning, and working drawings for capital improvement consideration and inclusion into presentations.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee is frequently required to walk, climb stairs/ladders, grasp, squeeze, extend/flex wrist, reach overhead, and drive. The employee must frequently lift and carry (15-44 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to high, precarious places; outside weather conditions; and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, and vibration. Frequent district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually loud.

Revised Date: October 30, 2018

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