

Killeen Independent School District Job Description

Job Title: Executive Director for Facilities Services
Reports To: Deputy Superintendent
FLSA Status: Exempt

SUMMARY

Oversees, manages, and coordinates all facility related functions, to include facility planning, facility construction, facility maintenance and operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Oversees all facility maintenance and operation functions through the Director for Maintenance and Operations.

Coordinates all architectural and engineering services for all capital construction and capital improvement projects.

Plans, coordinates, manages and makes recommendations for the annual capital improvement budget.

Develops and maintains all facility master plans, capital renewal plans, and cycle replacement plans.

Assures that construction projects are in compliance with contract documents and local/state/federal codes, ordinances, and laws.

Assures that design professionals are in compliance with current state facility standards.

Manages construction field services for all capital construction and capital improvements.

Performs such other tasks as assigned.

SUPERVISORY RESPONSIBILITIES

Manages personnel in the Facility Services Department. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending for hire, 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

Master's degree, preferred, bachelor's degree, required; five years of related experience in building maintenance and commercial construction, required.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to members of the board of trustees, administrators, staff, contractors, and the general public.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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) and occasional heavy lifting (45 pounds and over). 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 wet and/or humid conditions, outside weather conditions, and extreme heat. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually moderate/loud. Frequent district-wide travel to multiple campuses as assigned.

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.