

Killeen Independent School District Job Description

Job Title: Facilities Planning and Evaluation Specialist
Reports To: Director for Construction and Facilities Planning
FLSA Status: Exempt

SUMMARY

Identifies facility related needs of the district, prepares project scopes, budgets, and design of capital improvement projects and performs construction project management.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Assists in the development of capital improvement master list.

Develops project scope for capital improvement projects.

Performs quantity and cost estimates for capital improvement projects.

Performs construction project management for capital improvement projects.

Assists in design and development of projects with architects, engineers, contractors, and campus administration.

Coordinates project schedules with architects, engineers, contractors, and campus administrators.

Acquires construction materials, equipment and contracted services in accordance with state laws and district policies.

Performs construction project “close-out” and building commissioning.

Performs estimate vs. actual cost accounting for all capital improvement projects.

Assists in management of capital construction projects and strategic facilities project as assigned.

Coordinates and monitors the district's fire prevention program, to include fire drill reporting.

Submits work order to correct identified unsafe facility conditions and monitors completion to ensure compliance with local and state fire code requirements.

Evaluate and perform the KISD Facilities Utilization Study for all KISD campuses.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

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's degree, preferred; high school diploma 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.

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 wet and/or humid conditions and extreme heat. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; risk of electrical shock; and vibration. The noise level in the work environment is usually very 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.