

SCHOOL DISTRICT OF OKALOOSA COUNTY
Okaloosa County, Florida

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

Job Title: Specialist - Plan Inspector/Building Official
Reports to: Director of Facilities
Supervises: As Assigned

Minimum Eligibility Requirements:

Licensing as Building Official.

Minimum of five (5) years of successful experience in education, business, engineering, or industry to include three (3) years in a supervisory or administrative capacity.

Specialization in construction or related field desired but not required.

Such alternatives to the above requirements as the Board may find appropriate and acceptable.

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 effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills:

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 walk and sit.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.

Job Goal:

To provide leadership in the planning, development, implementation, and evaluation of a comprehensive program of facilities and maintenance services that will ensure operating excellence of all facilities for full educational use.

(Over)

Essential Duties and Responsibilities:

1. Directs the planning, implementation, and evaluation of the district's comprehensive facilities and maintenance services program.
2. Directs and oversees the delivery of services that will ensure a safe, clean, attractive, and pleasant school atmosphere and serves as advisor to school principals in related matters.
3. Directs and coordinates the delivery of utilities services to schools and energy conservation programs.
4. Directs and oversees the testing, evaluation, and operation of equipment placed in school plants.
5. Assists developing and oversees the utilization of criteria relating to whether identified facility needs are to be met by standard or contract maintenance procedures of construction projects.
6. Approves and oversees all maintenance and repair, projects and develops an emergency schedule.
7. Provides administrative oversight and direction for the district's maintenance and operations program.
8. Monitors the implementation of standards for the maintenance of district educational and ancillary facilities.
9. Coordinates work of other administrators and consultants relative to new construction and/or renovation.
10. Monitors services and responsibilities of warehouse/supply and textbooks and oversees all related expenditures, procedures, and policies.
11. Provides administrative oversight and direction for the district's custodial services program.
12. Provides information to the Assistant Superintendent of Operations on the status of facilities and maintenance services and makes recommendations for service delivery.
13. Assists in the development of administrative guidelines and policies for facilities and maintenance services.
14. Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
15. Assists in the development, implementation, and evaluation of staff development activities.
16. Prepares all required reports and maintains all appropriate records and administrative department budget.
17. Performs other duties as assigned by the Assistant Superintendent of Operations, Superintendent, or the Board.
18. Abides by and facilitates adherence to all applicable laws, rules, regulations, policies, procedures; maintains professional ethical standards; maintains high level of professional development/knowledge.

Length of Employment:

Twelve Months

Salary:

Based on the adopted salary schedule for Professional/Technical Personnel, pay grade 4.

Evaluation:

Annual evaluation by designated supervisory personnel in accordance with School Board policies and state laws.