

Somerset County Public Schools

Job Description

Job Title: Supervisor of Facilities & Capital Planning
Department: Maintenance
Reports To: Assistant Superintendent of Administration
FLSA Status: Exempt
Prepared By: Nancy Smoker/Beth Whitelock
Prepared Date: January 8, 2014
Approved By: **Superintendent**
Approved Date: **January 11, 2014**

I. Summary

Coordinates the development and implementation of the school system Capital Planning. Oversees implementation of all approved school construction and systemic renovation and maintenance projects. Provides technical support to maintenance, operations and other departments as necessary.

II. Essential Duties and Responsibilities include the following: Other duties may be assigned by the Assistant Superintendent of Administration or the Superintendent.

- Reviews and updates the Facility Master Plan in accordance with state guidelines and regulations.
- Coordinates the development and submission of the annual Capital Improvement Plan (CIP) in compliance with state guidelines and regulations.
- Serves as the school system point of contact for the Interagency Committee for School Construction, Maryland Office of Planning, Maryland Board of Public Works and other related agencies to support capital planning and the school construction program.
- Develops and maintains a current inventory of all school buildings and facilities.
- Maintains the Public School Construction Inventory Data Base.
- Develops design and construction cost estimates.
- Prepares and/or oversees the development of all specifications, bid documents, construction drawings and cost estimates for approved projects.
- Coordinates and monitors school and facility construction & maintenance projects.
- Works with school, county and state officials, architects, engineers, construction managers and contractors to ensure compliance with project scope, budget and local, state and federal codes/regulations.
- Reviews and recommends approval of all project requisitions and change order requests. Closely monitors that expenditures are within budget.
- Prepares documents and correspondence as necessary to support capital planning and projects.
- Provides guidance for the energy conservation program and serves as the ESMEC Energy Trustee.

- Serves as the Safety Officer for the school district and monitors building security and safety programs.
- Reviews and updates projected student enrollment with the Maryland Department of Planning
- Serves on the County wide Emergency Services Committee and coordinates emergency shelter response for the district when necessary.
- Prepares and monitors all budget documents related to Capital Improvements and Maintenance.
- Serves as Minority Business Enterprise Liaison.
- Prepares documentation and attends Public School Construction Program review meetings to discuss school construction planning, available funding and future requests.
- Maintains and monitors environmental responsibility and compliance for all systems, such as sewer plant operations, septic tanks and well water testing.
- Monitors asbestos, lead and other compliance programs. Maintains records for regulatory agencies.
- Serves as supervisor of employees that report directly to the Maintenance Division.
- Attends Board of Education meetings and makes presentations as needed

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

A. Education and/or Experience

A minimum of a bachelor's degree in facility management, engineering, architecture or related field and two years successful experience in school facility planning or commercial construction management is preferred. Six years of successful experience in school facility planning or commercial construction management may be substituted for the degree.

B. Certificates, Licenses, Registrations

Must have a valid driver's license with a clean driving record as the position requires significant travel within the County and at various state and neighboring state locations. A copy of a current driving record is required.

C. Language Skills

Must be able to present oral and written communication to a variety of stakeholders in a variety of formats including, but not limited to, oral presentations and presentations utilizing audiovisual aides.

D. Mathematical Skills

Must have a strong mathematical background. Individual is responsible for the management of a large annual budget. Skilled mastery of computing percentages and discounts is required.

E. Reasoning Ability

This position requires ability to make decisions with limited or specialized information. Must possess strong organizational and motivational skills. Ability to provide guidance, assistance, and/or exercise judgment in all situations is required. Must be able to adapt to change and adjust work schedule as required.

F. Computer Skills

Individual must be proficient in all Microsoft programs, Data Management and Computer Assisted Design. Must be familiar with computer based equipment such as boilers and HVAC equipment and operating systems.

G. Other Skills and Abilities

Thorough knowledge of the building industry and of construction trades including regulatory compliance is preferred.

H. Other Qualifications

Thorough knowledge of the building industry, construction trades, building codes and regulations is required. Prior experience in public school construction and knowledge of Maryland Interagency Committee for Public School Construction regulations is preferred. The employee will be required to make and receive calls on a 24 hour basis if necessary as the position is deemed essential personnel.

IV. Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Reports potentially unsafe conditions; Uses equipment and materials properly.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and /or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

V. Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate. However, exposure to loud noises in in areas surrounding machinery can be expected.