

Assistant Director of Facilities Planning and Construction Job Description



Job Title:	Assistant Director of Facilities Planning and Construction	FSLA:	Exempt
Reports to:	Executive Director of Facilities Planning and Construction	Pay Grade:	Admin/Prof 3
Dept. /School:	Facilities Planning and Construction Bamberg Professional Dev't Center	Calendar Days:	226
Contract:	Probationary/Term	Revised:	3.7.2025

Primary Purpose

The Assistant Director of Facilities Planning and Construction supports the coordination and oversight of all new construction and renovation projects within the district, ensuring compliance with planning, zoning, and regulatory requirements.

Qualifications

Education/Certification/Experience:

- Bachelor's degree from an accredited college or university with a major in architecture, engineering, or related field

Special Knowledge/Skills:

- Knowledge of project planning, construction principles, and architectural and engineering design and installation
- Familiarity with health and safety regulations, building codes, zoning ordinances, and the inspection certification process
- Proficiency in construction budgeting, scheduling, and analysis
- Skilled in Microsoft Office (Word, Excel, PowerPoint), Visio, and Project, with the ability to learn district-specific software such as financial accounting systems and Primavera Contract Management
- Strong analytical, reasoning, and problem-solving skills with attention to detail
- Ability to manage multiple tasks, meet strict deadlines, and work independently while adhering to district guidelines and procedures
- Capacity to maintain composure under pressure, especially in challenging situations or with frequent interruptions
- Ability to read blueprints and schematics and conduct on-site facility inspections
- Strong organizational, communication, and interpersonal skills

Experience:

- Minimum of three (3) years administrative construction project management, architectural, or engineering experience
- An established reputation as a leader in the facilities planning and construction industry

Major Responsibilities and Duties

Facility Construction and Repair

1. Assist in the development of project scope of work for assigned projects

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2. Serve as liaison to architects, engineers, and consultants to develop, review, and finalize project plans, drawings, schematics, and specifications. Coordinate and conduct project development and construction progress meetings
3. Develop and maintain construction progress schedules and/or follow-up to ensure that these schedules are being created and used consistently throughout the life of the project
4. Conduct on-site inspection of construction projects to ensure conformance with construction documents, programs, and needs. Attend construction meetings to keep Executive Director of Facilities Planning and Construction informed on status of all construction projects
5. Follow-up to help ensure that department staff are working toward task completion
6. Assist in development of long-range plans for new and existing facilities
7. Assist in coordination and administration of all phases of the building program
8. Help develop and maintain communication with building principals and administrators during the design, construction and warranty phase of all projects
9. Help inspect existing facilities and make recommendations for improvements as needed and establish and recommend priorities for repair projects
10. Expedite documentation and completion of punch-list items and coordinate transition of building operation from general contractor to district upon acceptance of a facility
11. Track warranty expiration dates and make final warranty check prior to end of warranty periods. Oversee warranty correction work
12. Help furnish pertinent information to consultants
13. Help research all preliminary phases of construction including letters of availability for water waste, storm drainage, and electric company; easement documents; utility construction bonds; development plats and subdivision plats; and potential school sites
14. Support the needs of district administration in an efficient and cost-effective manner to positively impact student achievement

Policy, Reports, and Law

16. Help ensure that the department adheres to district department procedures, policies and processes
17. Help review department reports for thoroughness and compliance
18. Complete periodic reports of construction project progress
19. Compile, maintain, and file all reports, records, and other documents required including coordinating the storage and handling of construction documents

Budget and Inventory

20. Ensure that programs are cost-effective and funds are managed wisely

Safety

21. Maintain safety standards in conformance with federal, state, and insurance regulations

Professional Growth and Development

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22. Continuously develop leadership skills and expand knowledge of building construction and maintenance, including relevant codes, laws, regulations, permits, and safety standards.
23. Stay informed on best practices for long-term planning, evaluation, and implementation of construction and maintenance projects within a school environment.

Other

23. Performs other duties as may be assigned

Supervisory Responsibilities

Assist the Executive Director of Facilities Planning and Construction in the supervision of the construction department

Evaluation

The evaluation of the Assistant Director of Facilities Planning and Construction is a responsibility resting with the Executive Director of Facilities Planning and Construction. An evaluation shall be completed in writing at least once during the course of each school year.

Work Environment

Tools/Equipment Used: Standard office equipment including computer and peripherals; small hand tools; ladder; mechanical and electrical testing equipment; small truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Frequent moderate lifting and carrying (15–44 pounds)

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; work around moving objects or vehicles; work alone; may work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress and with frequent interruptions

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.