

Director of Facilities Planning and Construction

Job Description



Job Title:	Director of Facilities Planning and Construction	FSLA:	Exempt
Reports to:	Executive Director of Facilities Planning and Construction	Pay Grade:	Admin / Prof 8
Dept. /School:	Facilities Planning and Construction / Bamberg Professional Dev't Center	Calendar Days:	226
Contract:	Probationary/Term	Revised:	3.6.2025

Primary Purpose

The Director of Facilities Planning and Construction coordinates and oversees all district construction and renovation projects, ensuring compliance with planning and zoning requirements.

Qualifications

Education/Certification/Experience:

- Bachelor's degree from an accredited college or university with a major in architecture, engineering, construction management, or related field
- CCM, PMP, OSHA 30 Certification preferred

Special Knowledge/Skills:

- Knowledge of project planning and construction principles
- Knowledge of mechanical and electrical design and installation
- Knowledge of health and safety regulations
- Knowledge of building codes, zoning ordinances, and the inspection certification process
- Ability to read blueprints and schematics
- Ability to conduct on-site inspections of all district facilities
- Strong organizational, communication, and interpersonal skills

Experience:

- 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. 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
2. Develop and maintain construction progress schedules
3. 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
4. Assist in development of long-range plans for new and existing facilities

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5. Assist in coordination and administration of all phases of the building program
6. Coordinate with building users and construction trades
7. Coordinate and schedule personnel for efficient use of time and materials
8. Develop and maintain communication with building principals and administrators during the design, construction and warranty phase of all projects
9. 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. Consult faculty, administrative staff, and community to determine program-driven design needs
13. Act as the district's liaison in furnishing pertinent information to the consultants
14. 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

Policy, Reports, and Law

15. Complete periodic reports of construction project progress
16. Compile, maintain, and file all reports, records, and other documents required including coordinating the storage and handling of construction documents

Budget and Inventory

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

Safety

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

Professional Growth and Development

19. Pursue continuous improvement and growth in knowledge of leadership skills; codes, laws, regulations, permits, etc. relevant to building construction and maintenance; current safety standards for building construction and maintenance; and long-range planning, evaluation and implementation of long-range construction and maintenance projects relevant to a school environment

Other

20. 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 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 2

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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

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.