



ASSISTANT SUPERINTENDENT – FACILITIES SERVICES

SUMMARY/SCOPE/GOAL

To manage, supervise and lead the Facilities Services Department to fulfill the facility needs and goals of the district and to serve as the superintendent's staff officer for all facilities related issues and projects.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Bachelor's Degree in Architecture, Engineering, Administration, or other field closely related to Facilities Management Services, from an accredited educational institution.
- Minimum of ten (10) years progressively responsible experience in a facilities management environment. Proven experience in the areas of planning, construction, operations, maintenance, safety, environmental and contract management is required.

PREFERRED/DESIRED:

CERTIFICATIONS AND LICENSES:

REQUIRED:

- Valid State Driver's License

PREFERRED/DESIRED:

- Professional registration as architect, engineer, building contractor or a facilities management professional preferred.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Provide leadership for facilities planning services at all school facilities.
2. Provide leadership for maintenance and operations services of all school facilities.
3. Provide leadership for design and construction services for all school facilities.
4. Coordinate all facilities department offices.
5. Assure that all construction projects are in accordance with DOE regulations, Florida statutes, and School Board rules and priorities.
6. Effect liaison and coordination of design professionals commissioned by the School Board, arrange for and promote coordination between the architect, educational specifications committees and administrators.
7. Develop and recommend both annual and specific capital outlay project budgets.
8. Coordinate with state department personnel consultant services, surveys, and inspections.
9. Coordinate the development of prototype educational specifications.
10. Assist in the preparation of the School Board agenda, preparing departmental action items of routine and priority nature, as well as reports.
11. Provide leadership for engineering research on mechanical and electrical equipment used in plants and, in conjunction with countywide plant maintenance, develop maintenance procedures for such equipment.

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12. Plan and coordinate the acquisition and placement of appropriate facilities including portable buildings which meet specifications.
13. Provide for structural assessment for all facilities.
14. Identify engineering needs and upgrades in facilities and take appropriate action to meet those needs.

OTHER DUTIES:

Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Knowledge of Florida law as it pertains to school facilities planning, design, operations, maintenance and construction contracting; knowledge of Florida Department of Education construction regulations and specifications; knowledge of regulations pertaining to health, safety and environmental issues; technical knowledge of design and construction. Ability to analyze construction needs and renovations in relationship with demographics. Ability to plan, to manage and to supervise.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites often. Travel out of county occasionally.

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FOR HR USE ONLY:

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| DIVISION: | Facilities Services | DEPARTMENT: | Facilities Services |
| TITLE CODE: | D0110 | CONTENT BY: | Assistant Superintendent – Facilities Services |
| GRADE: | N/A | COMPENSATION: | Human Resources |
| UNIT: | EXEC | LABOR RELATIONS: | Karyle Green, Ed.D. |
| LAST BOARD APVD: | 04/07/1998 | CLASSIFICATION: | Beth Thedy, Ed.D. |
| SCHEDULE: | 8 Hrs. – 12 Mos. | | |

| REV: | DATE: | REVISION CONTROL: | INITIATED BY: |
|------|------------|--|-------------------------------|
| 1.0 | 04/07/98 | Initial Release | |
| 1.1 | 07/01/20 | REVISED: New format | Human Resources |
| 1.2 | 11/18/2021 | Updated physical requirements to ADA format, add schedule. | Ellie Kelly – Human Resources |
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The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.