



# DIRECTOR – PLANNING AND PROJECT MANAGEMENT

## SUMMARY/SCOPE/GOAL

Plans, coordinates, and manages, from planning through construction, all facility renovation and construction projects. Manages the District's short and long-range planning programs.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- Bachelor's Degree in architecture, engineering, planning, business administration, building construction or related field from an accredited educational institution required.
- Minimum of five (5) years of supervisory experience and work directly related to facilities management, planning, or construction management.
- Experience in project management, computerized scheduling, planning and cost control.

#### PREFERRED/DESIRED:

- Master's Degree in architecture, engineering, planning, business administration, building construction or related field from an accredited educational institution.

### CERTIFICATIONS AND LICENSES:

#### REQUIRED:

- Valid State Driver's License

#### PREFERRED/DESIRED:

- Licensed as a professional engineer (Florida preferred)
- Member of American Institute of Certified Planners

## 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. Serve as a chief liaison between the Assistant Superintendent of Facilities Services and other departments and divisions involved in facility planning and construction.
2. Manage the construction process from design through completion.
3. Manage the preparation of construction budgets, schedules, and the use of materials and equipment in the projects for educational programs.
4. Manage the review of shop drawings, materials, and job submittals to assure contractor compliance with approved plans and specifications.
5. Manage administration of construction contracts and contracts for construction related professional services.
6. Manage studies and long-range planning for the development and modification of school facilities to support educational objectives and student enrollment.
7. Lead cross-functional, interdepartmental teams to address issues within scope of responsibility.
8. Participate in District-wide strategic planning and develop supporting strategic initiatives for Planning and Project Management.

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9. Develop budgets for Planning and Project Management cost centers.
10. Develop draft capital plans.
11. Manage personnel effectively including annual goal setting and performance evaluations.
12. Communicate effectively, including written reports and oral presentations to the School Board, community groups and advisory committees.
13. Travel to schools and work sites throughout the county.

### OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board rules and applicable federal laws and regulations.

## KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

### JOB RELATED:

This position is a multi-skilled position that requires planning & project management experience as well as strong cost accounting skills. Must have good communication skills to deal with architects, engineers, contractors; principals, subordinates, and other department heads. Must have the ability to read and understand construction documents, contracts, working drawings, and specifications for all areas of construction. Must be knowledgeable in construction budgeting, planning, scheduling, supervision, and overall project management of multi-construction projects. Ability to manage the activities of design consultants during all phases of design and construction. Must possess good organizational skills, must be computer-oriented and be familiar with computerized programs such as scheduling programs, cost control, spreadsheets, word processing, electronic mail, and computer programs.

### 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.

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**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 rarely.

**FOR HR USE ONLY:**

<b>DIVISION:</b>	Facilities Services	<b>DEPARTMENT:</b>	Planning and Project Management
<b>TITLE CODE:</b>	D0369	<b>CONTENT BY:</b>	Susan Hann – Assistant Superintendent Facilities Services
<b>GRADE:</b>	29	<b>COMPENSATION:</b>	Human Resources
<b>UNIT:</b>	NB	<b>LABOR RELATIONS:</b>	Karyle Green, Ed.D.
<b>LAST BOARD APVD:</b>	06/22/2021	<b>CLASSIFICATION:</b>	Beth Thedy, Ed.D.
<b>SCHEDULE:</b>	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	04/28/2004	Initial Release	Facilities Services
1.1	12/01/2020	New Format	Ellie Kelly – Human Resources
2.0	6/8/2021	Revised: Updated scope, qualifications, and functions	Susan Hann – Assistant Superintendent Facilities Services
2.1	12/07/2021	Update physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources

*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.*