

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Facilities Director
Job Class Code: 0120
Pay Scale: per salary schedule

Reports to: Superintendent
Work Schedule: per salary table
Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Provides leadership by facilitating positive relationships between District administrators, architects, engineers, local/state/federal officials, contractors, subcontractors, vendors and other persons in positions to achieve the District facility design and construction goals.
- Determines facility design requirements that support current and future District instructional goals.
- Develops and maintains written facility space standards to describe and promote these requirements throughout all projects.
- Supports the District financial objectives and funding process by preparing estimates, by making recommendations related to major new building and renovation expenditures, and by collecting and analyzing historic project cost data relative to national and local economic trends.
- Supervises the planning, design and construction process for new and renovated facilities to achieve the instructional and financial goals of the District.
- Develops and maintains written contract standards governing the activities of design consultants, contractors and vendors to promote best practices in meet District-wide priorities.
- Supervises the continued improvement of District facilities to enhance and support instruction through the selection and use of appropriate building materials and systems.
- Acts as the prime point of contact and communication between the District and the design consultants, contractors and vendors providing design and construction services on all projects.
- Provides technical assistance and consultation to the Chief Operating Officer and District administrators, regarding the planning, construction and renovation of school facilities, properties and equipment.
- Coordinate the design and construction for major new building and renovation projects to optimize the benefits to all District stakeholders.
- Provides technical assistance relative to the acquisition of new facility sites. Supervises the collection of pre-acquisition information to support decision-making and recommendations related to new sites.
- Acts as the prime point of contact and communication between the District and the Kentucky Department of Education relative to document submittal and approval process for major new building and renovation projects.
- Supervises the preparation of all documents required to satisfy administrative regulations.
- Acts as the prime point of contact and communication between the District and local/state/federal regulatory authorities relative to document submittal and approval process for major new building and renovation projects. Supervises the preparation of all documents required to satisfy building codes and other regulations.
- Manages the activities of multiple project design teams and schedules to achieve District priorities.
- Prepares agenda items, special reports and other documents for Board review and approval.
- Review plans and specifications, design consultation and construction contracts, change orders, applications for payment and all other required project documents in order to provide a recommendation for Board approval when required.
- Acts as the prime point of contact and communication for the activities of the Local Planning committee throughout the preparation of the 4-year District Facility Plan as required by the Kentucky Department of Education.

MINIMUM QUALIFICATIONS

Education: GED or High School Diploma
Certification/Licensure: N/A

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.