



VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

EXECUTIVE DIRECTOR, FACILITIES SERVICES

GENERAL RESPONSIBILITIES

Under the leadership of the Chief Operations Officer, the position is responsible for managing, coordinating, supervising and evaluating all aspects of a facilities management program including planning and construction of the division's physical assets and infrastructure, planning, development and management of the Capital Improvement Program, geographic and demographics planning, and the maintenance, custodial, and distribution services of all facilities within the school division.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provide annual and long-range planning for the division's facilities to include construction projects, renovation and renewal projects, maintenance, custodial, and distribution programs in accordance with division strategies and master plans.
- Ensure compliance with School Board Policy, federal, state, and local regulations.
- Prepare the annual Capital Improvement Program.
- Collaborate with schools and departments to develop and maintain a dynamic academic environment that is a fully functional, high quality, physical plant that is safe, clean, well maintained, and conducive to meeting the needs of students, staff, and the public.
- Evaluate, oversee, and provides guidance regarding contracts being managed by others in the office.
- Conduct the daily administration of architectural/engineering and construction contracts.
- Oversee field inspection operations.
- Administer, procure, and inspect all capital construction projects from planning through occupancy, including new schools, major additions/renovations, and large-scale maintenance projects such as roofing and HVAC replacements.
- Assign projects for management by others.
- Oversee all demographics and planning, including six-year enrollment projections and attendance zones.
- Review drawings and specifications.
- Procure all architectural and engineering services for the division and contracting services for projects funded through the Capital Improvement Program.
- Acts as liaison between school division and city and state governments on facility related matters.
- Supervise and ensure the evaluation of all staff for the Office of Facilities Services.
- Prepare School Board agenda items and make presentations to the School Board.
- Present to City Council on planning/facility related matters.
- Maintain current knowledge of local/state policies, ordinances, and codes.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the principles, practices and procedures of building construction; sound knowledge of the basic principles and methods of mechanical and maintenance trades as applied to the repair of large buildings; sound knowledge of warehousing, distribution, and custodial practices; comprehensive knowledge of the general laws and administrative policies governing school budgeting and financial practices and procedures; comprehensive knowledge of risk management techniques and methods; ability to develop and present ideas effectively, orally and in written form; ability to establish and maintain effective working relationships with contractors, architects, engineers, school administrators, the School Board, associates and general public.



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EDUCATION AND EXPERIENCE

Required: Bachelor’s Degree in architecture, engineering, or construction management and extensive increasingly responsible experience in contract administration including extensive supervisory experience.

Preferred: Master’s Degree or licensed Professional Engineer or Architect in the Commonwealth of Virginia.
A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls. Frequent sitting, grasping, fingering. repetitive motion, reaching and driving. Occasional walking, standing, and bending. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, extreme vibrations, hazards such as moving vehicles etc. and/or loud noises. Ability to lift 20 lbs. frequently and up to 50 pounds rarely. Requires timely and regular adherence to established work schedules

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid Virginia Driver's License.
Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 9/05, 11/21
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