

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Facility Capital Outlay Manager (W92)	Job Family: 08
Department: Facility Services	Lane Placement: 17
Supervisor's Title: Director of Facility Services	Contract: 245 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Department Approval: <u><i>David Rosterman</i></u>	Date: <u>7-5-16</u>
ADA Review: <u><i>Jenele Masten</i></u>	Date: <u>7-5-16</u>
Human Resource Approval: <u><i>Bob Gray</i></u>	Date: <u>7-1-16</u>
Superintendent Approval: <u><i>Patrick Johnson</i></u>	Date: <u>7/6/16</u>
Original date: <u>03/13</u> Revised: <u>07/15</u> Revised: <u>07/16</u> Revised: _____	

GENERAL FUNCTION

Under the supervision of the Director of Facility Services, the **Facility Capital Outlay Manager** provides operational and supervisory support services to ensure the efficient management and oversight of capital outlay projects for the District. Responsible for managing, planning and overseeing highly complex, multi-disciplinary, multi-phase architectural and engineering projects which include new construction, District-wide capital outlay, special projects and facility remodels and renovations.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Manage and oversee all large District capital outlay projects. Projects include new construction, District-wide capital outlay, special projects, facility remodels and renovations.
- Plan, coordinate and participate in all aspects of project conceptualization, design, development and implementation (e.g., preliminary technical research and feasibility analysis, funding and cost analysis, scheduling, public involvement, project budgeting, work plan development, project performance and results).
- Assist in the development of both short and long-term capital outlay planning. Initiate and oversee the annual district-wide facility assessment. Provide project cost estimates for Capital Outlay projects.
- Plan, monitor and maximize effective use of capital outlay funds as part of the budgeting process, according to priorities outlined by the Board of Education.
- Supervise and manage assigned project coordinator/building inspectors, engineers, contractors, coordinators, department employees, architects and consultants, both internal and external. Oversee inspections and contractor work performance during construction.
- Evaluate employee performance. Authorized evaluator under Jordan Classified Evaluation System. Provide input into training, hiring and promotion decisions.
- Coordinate with Director regarding all personnel assigned to specific facility operations and safety projects. Maintain continuity of operations in the Facility Services department during the absence of the director.
- Conduct regular in-service training and professional development for department/District personnel. Responsible for coordinating and scheduling work so that safety is maintained and deadlines are met. Address safety concerns immediately.
- Ensures all Federal, State and local codes are met or exceeded as specified in project documents.
- Ensure compliance with all Federal, State and local regulations regarding the use and operation of schools. Responsible for all required reporting related to facility operations.
- Responsible for all required Utah State Office of Education (USOE) reporting related to capital projects.

- Responsible for compliance with all District and State procurement procedures regarding new construction and facility remodels/renovations. Assist in scoring RFP requests and Submittals of Interest Qualifications (SOIQ).
- Responsible for compliance with State/District policies/guidelines related to facility use.
- Establish and maintain good working relationships with State, County and municipalities within the District, school and District personnel, patrons, architects, contractors, consultants, and suppliers.
- Drive and operate various facility vehicles and equipment. Inspect vehicles as required.
- Requires office and fieldwork. Incumbent is on call 24 hours for emergencies.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires a Bachelor's degree in construction management, engineering, drafting or related field PLUS six (6) years of construction project management, facility maintenance or other job related work experience with demonstrated competence or an equivalent combination of education and experience.
- Requires a minimum of two (2) years supervisory experience with demonstrated competence.
- Requires Four-Way Inspection ICC certification and State Fire Marshall inspection certification. Incumbent must be licensed with the State of Utah as a certified building inspector. Re-certification is required as necessary.
- Requires a thorough knowledge of building construction techniques and details.
- Requires ability to coordinate the work of contractors, architects, engineers, etc.
- Must demonstrate competence in reading, writing and math.
- Requires ability to plan, coordinate and manage specific projects related to facility use and operations. Require demonstrated experience managing and tracking budgets.
- Requires ability to read and interpret blueprints and plan specifications.
- Requires thorough knowledge of Federal, State and local regulations regarding facility use and operations, asbestos and other hazardous materials handling, etc.
- Must have excellent communication both oral and written, and interpersonal skills working with school personnel, and patrons of the District.
- Requires ability to handle emergency situations and make quick decisions to resolve unique problems in the best interest of the District.
- Must be a team player. Incumbent will work with other staff members to draw upon their mutual knowledge and experience to address issues.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Requires a valid Utah Driver's License.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment, including computer, phone, copier, fax, etc.

Physical Requirements – Not limited to the following:

- Occasional standing, climbing ladders/stairs/scaffolding, work in confined spaces, squatting, kneeling, stooping, balancing and working in awkward positions.
- Frequent sitting (up to 8 hours continuously).
- Occasional lifting from floor to waist up to 15 pounds, waist to shoulder lifting up to 15 pounds and carrying up to 15 pounds.
- Occasional near and far visual acuity and depth perception.
- May be required to work in adverse weather conditions.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*