

# ST. MARY'S COUNTY PUBLIC SCHOOLS ADMINISTRATIVE AND SUPERVISORY POSITION DESCRIPTION

## DIRECTOR OF DESIGN AND CONSTRUCTION

POSITION: Director of Design and Construction

REPORTS TO: Assistant Superintendent of Supporting Services

LOCATION: Division of Supporting Services

### NATURE OF WORK:

The Director of Design and Construction provides oversight and leadership of the professional planning, management, development, technical and architectural/engineering services in the construction of new and renovated school buildings and facilities. Provides administration of construction projects for various facilities for which the St. Mary's County Public Schools is responsible. This includes facility planning; knowledge of engineering design of sites, equipment, specification/purchases and contract administration and management. The Director of Design and Construction directs and evaluates the work of staff within the department.

### ESSENTIAL FUNCTIONS:

- Examine existing facilities in terms of structure, grounds, educational programs, and use it as a basis to assist in the determination of future facilities needs.
- Develop project descriptions, justifications, cost estimates, and other factual written and graphic data in support of efforts to effectively present the programs for state and local funding.
- Assume responsibility for construction management. Ensure that construction is completed in accordance with plans, specifications and approved shop drawings. Responsible for managing all of the administrative procedures to monitor and control this work.
- Serves as principal procurement officer for capital projects and assists in procurements of other consulting services for the Division of Supporting Services.
- At the designation of the Superintendent of Schools serves as the Minority Business Enterprise (MBE) liaison for state funded capital projects.
- Presents recommendations to the Board of Education for design approvals and contract awards.
- Responsible for adherence to state and local procedures for capital projects.
- Provides supervision of staff, directs architects, engineers and construction-related consultants.
- Responsible for overall fiscal management of capital projects.

### DUTIES AND RESPONSIBILITIES:

- Provide project management in the administration and inspection of new and renovated school facilities to ensure quality construction within parameters established by the St. Mary's County Public Schools.
- Attend Board of Education meetings and municipal meetings, as assigned.
- Analyze and manage project budgets, including cash flow projections, expenditures, procurement, and reconciliation.
- Manage project deadlines in accordance with State and Local procurement and administrative procedures.
- Prepare contracts for purchase and delivery of goods and services and negotiate proposals with vendors.
- Prepare procurement documents for capital projects and consulting services.

- Compose and prepare correspondence for signature by the Assistant Superintendent of Supporting Services and/or Superintendent of Schools
- Provide support in the acquisition and selection of school sites.
- Assist in the correction of emergencies as they occur beyond the normal working hours.
- File required reports with local, state, and federal agencies relative to capital and emergency projects.
- Conduct educational and/or commercial construction cost estimating for multi-million dollar projects.
- Write construction specifications.
- Apply institutional/commercial building codes, life safety codes, and American with Disabilities Act (ADA) construction requirements.
- Maintain project management administrative records.
- Make on-site visits to construction sites for purposes of evaluation and assessment.
- Prepare and review purchase requisitions and recommend invoices for payment.
- Attends statewide meetings on facilities issues.
- Perform these duties and any other responsibilities as assigned by the Assistant Superintendent of Supporting Services.

#### QUALIFICATIONS:

- Possess a Bachelor's Degree in architecture, engineering, business management. An advanced degree is preferred.
- Possession of a professional architectural or engineering license preferred.
- At least five years' experience in school system or institutional/commercial facility planning, design and construction to include:
  - Three years of experience in a leadership capacity
  - Preference given to candidates with experience coordinating and managing both new and renovated institutional/commercial building construction projects
  - Oversight of principles, practices and methods of institutional/commercial facilities construction planning and management.
  - Extensive use of computer applications for maintaining and updating files using Microsoft Office and Computer Aided Drafting (CAD).
  - Leadership experience with school, community, and governmental groups regarding institutional/commercial construction and facility issues
- Effective public relations, interpersonal, organizational, leadership and supervisory skills;
- Excellent verbal and written communications and human relations skills; and
- Demonstrated ability to speak before large diverse groups.

#### TERM OF EMPLOYMENT:

Full-time twelve-month position.

#### SALARY GRADE RANGE:

The salary for this position will be based on the SMASA salary schedule for eleven and twelve-month employees – Range G.