

DeKalb County School District Position Specification

Title: Executive Director, Capital Improvements & Maintenance

DIVISION: Operations

GRADE: 134

DEPARTMENT: Facility Management

WORKDAYS: 246

REPORTS TO: Chief Operating Officer

FLSA STATUS: Exempt

RETIREMENT: Teachers Retirement System

APPROVED (HR): TBD

General Statement of Job

Under limited supervision, the Executive Director plans, develops, directs, implements, and monitors facility management services across all buildings and grounds. Provides the day-to-day leadership and the strategic integration of capital construction and maintenance of buildings and grounds to achieve a condition of operating excellence. Provides a condition of safety, neatness, and aesthetic attractiveness. The Executive Director directly supports DCSD by providing the optimal physical structures and classroom supports to enhance teaching and learning.

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Tasks and responsibilities will be in concurrence with implementing the Strategic Plan and Aligned Management System.

<ul style="list-style-type: none">• Directs short and long-term management efforts. Ensures forms, records, and reports are properly completed and maintained for the public record. Consults with division leadership on department projects.
<ul style="list-style-type: none">• Assesses the performance of program team members and coaches the team to ensure successful execution. Develop and implement, a building inspection program to ensure safety.
<ul style="list-style-type: none">• Assumes responsibility for the efficient operation of the Maintenance, Utilities, Environmental Services, and Capital Improvement program.
<ul style="list-style-type: none">• Manages the comprehensive planning and scheduling of capital projects, maintenance, and repair requirements of the division. This includes service vehicles and motorized equipment for the purpose of assuring safe and functional facilities and associated building systems and equipment.
<ul style="list-style-type: none">• Oversees the development, execution, and evaluation of maintenance services and district utilities and construction budgets. Works closely with project controls to ensure coordination with other capital budget managers and oversight of capital cash flow.
<ul style="list-style-type: none">• Monitors internal and external communication and prepares periodic verbal and written reports to Senior Leadership staff, the Board of Education, and the community regarding the status of

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<p>program execution. Provides regular status reports (weekly, monthly, quarterly, annually) for the purpose of conveying information on ongoing on facility maintenance and capital projects.</p>
<ul style="list-style-type: none"> • Coordinates with the senior leadership to manage student transportation and educational programs.
<ul style="list-style-type: none"> • Facilitates and implement communications and customer support to resolves complaints and requests. Develop and maintain department webpage.
<ul style="list-style-type: none"> • Meets regularly with key personnel from maintenance, planning, design, and construction to ensure that proper information flows through leadership, including establishing goals, objectives, and long-range plans.
<ul style="list-style-type: none"> • Performs other duties assigned.

Education and/or Experience

- Master’s degree in Educational Administration, Leadership, Business Administration, Engineering, Public Administration, and/or related field required.
- Minimum seven (7) years of progressive managerial/administrative level experience.

Certificates, Licenses, Permits:

- Registered Architect, Professional Engineer, Program Management Professional or education credentials preferred.

Knowledge, Skills & Abilities:

Knowledge of sound school business, facilities, maintenance, and plant services principles and procedures related to in-house and contracted delivery of services.

Knowledge of laws, rules, and regulations relating to school system business management and support areas.

Knowledge of facilities planning concepts, contract documents, construction and building codes, laws, and regulations.

Knowledge of school system facilities operations including safety and security support.

Knowledge of environmental issues related to building operations and maintenance such as asbestos management and hazardous material management. Understanding of the differences in technology implementation between education and commercial operations. Strong decision-making ability, budget experience, proven performance, and resource management skills.

Skill In oral, written, and interpersonal communication, coordinating, and collaborating with federal, state, regional and local organizations, and departments to establish and execute responsibilities, administration and management skills gained through increasingly responsible management positions, recruiting, training and motivating employees; working with diverse groups; and making large and small group presentations.

Ability to relate to a wide variety of people and to observe, listen and provide leadership which results in the best possible work environment. Strong analytical and problem -solving skills. Excellent communications skills both written and verbal.

Ability to effectively lead, organize, and direct the work of others. Demonstrated ability to design and implement short- and long-range objectives.

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Ability to direct and administer the programs and services of a non-profit educational and/or service organization, obtain and manage external grants and contracts, the organization or specific assigned area, establish objectives and procedures governing the performance of assigned activities among employees, develop and understand financial and/or operating reports; maintain confidential information; organize; and interact with school based and community clientele related to overall operations and services; use relevant computer applications; prioritize assignments; and manage multiple tasks simultaneously. To relate to a wide variety of people and to observe, listen and provide leadership which results in the best possible work environment. Strong analytical and problem-solving skills. Excellent communication skills both written and verbal. Experience in computer applications; Intermediate to expert with Excel, Word, PowerPoint. Excellent interpersonal and communication skills, including writing.

ADA Requirements:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Reaching: Extending hand(s) and arm(s) in any direction.

Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Talking: Expressing or exchanging ideas by means of the spoken word. One must have the ability to convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Hearing: Ability to receive detailed information through oral communication; and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Vision: The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three-dimensional vision), accommodation (adjustment of lens to eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

Performance Factors:

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal, or failure to communicate. Ability to be flexible in situations relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound

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a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given procedure directions relative to work steps or the final project.

Decision Making: Ability to make appropriate business decisions.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.

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