

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
Job Description

Job Title: Facilities Manager
(Architect/Engineer)

Department: Facilities Management

Date: November 2020

Reports To: Chief Operations Officer

Grade: 505

Purpose of Job: To be responsible for the overseeing of all CMCSS Facilities and Capital Projects.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Primary back-up to the COO on all operations department matters. Provides supervision to all CMCSS employees assigned to the Facilities Management department including directing, hiring, firing, evaluating, rewarding, disciplining, counseling, coaching, and mentoring.

- 1) The management of all school facilities to include but not limited to: energy management, air quality control, facility safety regulations, health regulations as they relate to facilities, water and wastewater, and fuel site infrastructure management, structural and code enforcement, upkeep of maintenance, and facilities as it relates to school plant integrity.
- 2) Construction management of new facilities and design work. Oversees, monitors, and implements all phases of new construction to include managing contractors, sub-contractors and monitoring of building for codes compliance.
- 3) Oversees the preparation and management of annual budget for School Facilities and Capital Projects. Administers budgetary controls to monitor expendables against allocations. Provides monthly estimated drawdowns for maintaining adequate accounting balances.
- 4) Oversees the development of architectural, civil or mechanical system plans, specifications and cost estimates prepared by consulting engineers and architects, ensuring compliance with applicable building codes and standards. Specifies design requirements for related systems and ensures that design proposals conform to National standards, as well as local codes and regulations. Develops and maintains design standards for systems and structures.

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- 5) Reviews, edits, corrects and interprets drawings, plans, and specifications contained in construction contract documents. Prepares contract documents for execution by Chief Financial Officer and manages those contracts.
- 6) Prepares preliminary estimates of the costs and specifications for architectural or civil systems projects. Performs and/or reviews capacity load and other related calculations to ensure infrastructure, structural or system capacity and adequacy. Makes field surveys of existing structures or systems, including load checks. Inspects construction work for conformance with designs, plans, and specifications.
- 7) Prepares clear, technically sound, accurate, and informative engineering and other reports containing findings, conclusions, and recommendations.
- 8) District traffic engineer: Analyzes all transportation infrastructures. Develops and improves staging, queuing, and flow patterns. Facilitates traffic planning on all CMCSS campuses (39) and support facilities.
- 9) Represents the district in Tennessee School Plant Managers Association and confers with school business officials at state level. Maintains a professional network.
- 10) Manages budgeting and accounting of county bond funded projects and provides critical information to CFO, COO and county finance officials as necessary.
- 11) Responsible for the coordination of all construction/alteration of facilities on CMCSS property by non-contracted 3rd party. Develops approval recommendations for submittal to COO and SLT. Acts as an advisor to principals on school projects.
- 12) Plans and conducts surveys, tests, and investigations pertaining to structures or systems associated with construction and maintenance operations of over five million square feet situated on over 11,000 acres.
- 13) Maintains close contact with manufacturers of various types of equipment and machinery used by the department in order to maintain up-to-date equipment specifications and become knowledgeable of new equipment and technology developments that are capable of improving department efficiency.
- 14) Provides technical assistance and support to building maintenance operations, and for in-house projects involving alterations to existing installations.
- 15) Serves as primary capital facilities project manager responsible for facilities design and construction projects; facilitating activities relating to the design feasibility, analyses, development of project scope, identifying user needs and concerns, architect selection, design review coordination, agency submissions, and obtaining construction bids. Reviews and approves consultants' invoices and construction phase change orders. Coordinates design phase studies, reports and field surveys. Schedules, facilitates and conducts community meetings with users and project design professionals. Makes presentations to community groups, senior management, the Board of Education, and other public officials, relating to assigned projects.

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- 16) Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies and professional standards.
- 17) Serves as C.I.C. and/or as a member of the Process Review Team in conjunction with ISO 9001 certification and Continuous Improvement.
- 18) Develops 5, 10, 15 and 20-year building program timeline and budget planning list for County Government and Regional Planning Commission.
- 19) Prepares quarterly construction progress reports for submittal to County Commission on bond-funded projects.
- 20) Conducts long range planning and forecasting for school system facilities. Performs capacity analysis using statistical models developed from student and community growth data from Montgomery County Regional Planning Commission.
- 21) Utilize GIS (Geographic Information System) to assist with daily activities, and for effective transportation and facility planning.
- 22) Assist with school zoning recommendations.
- 23) Responsible for all portable buildings owned or leased to the district including transportation, placement, leasing, & utilities.
- 24) Develops and supervises new initiatives as needed ensuring timelines and budgets are met.
- 25) Manages Kronos timekeeping system, scheduling of activities, and evaluations for Facilities staff.
- 26) Serves as a member of the Operations Leadership Team (OLT).
- 27) Responsible for providing timely and accurate building capacity feedback to Montgomery County Regional Planning Commission for land zoning approval, and subdivision planning and approval process.
- 28) Provides staff leadership to ensure understanding and facilities support of the district's educational objectives.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Education & Experience: B.S. in Architecture Engineering, or Construction Management with a minimum of three years of experience in either Architecture, Engineering, Construction Management, or a combination of these. Valid state registration is preferred.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and practices as they pertain to the performance of duties relating to the job of Architect/Engineer. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to department operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including handling of emergency situations, determining, and deciding upon procedures to be implemented, setting priorities to be implemented, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Knowledgeable and proficient with computers and software to include MS Excel and PowerPoint.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment, such as a computer, printer, copier, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds of force frequently. Must be able to lift and/or carry weight of forty pounds. Physical demand requirements are at levels of those for Medium work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange technical/administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to Facilities Management operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to Facilities Management.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

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NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office and departmentally related equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have high levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. supervisors, clients, and employees) beyond giving and receiving instructions such as in interpreting policies, decisions, and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to Facilities Management.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date