

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title: Asst Facilities Manager -  
General Projects Manager and  
3<sup>rd</sup> Party Process Coordinator**

**Department: Facilities**

**Grade 495  
D.P.Y. 260**

**Job Description**

**Date Reviewed: June 2019**

**Reports To: Facilities and Engineering Manager**

**Purpose of Job**

The purpose of this job is to assist the Facilities and Engineering Manager with the responsibility of overseeing all Facilities and General Purpose and 3<sup>rd</sup> Party Projects. This includes planning, coordination, and monitoring of a wide variety of contracted projects related to the construction, repair, remodeling, and/or upgrading of CMCSS facilities. Individual will provide district oversight of all projects funded and performed by 3<sup>rd</sup> parties.

**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.**

Regularly assists in the management of all school facilities to include but not limited to: energy management, air quality control, facility safety regulations, and health regulations as they relate to facilities, water and wastewater management, structural and code enforcement, upkeep of maintenance, and facilities as it relates to school plant integrity.

Makes building inspections and field surveys of existing structures and systems. Prepares preliminary estimates of the costs of specific projects intended to extend the life of buildings and systems.

Provides construction management oversight of General Purpose and 3<sup>rd</sup> Party Projects. Oversees, monitoring and implementation of all phases of construction, to include managing contractors, subcontractors and monitoring of building codes.

Develops and maintains infrastructure databases using Microsoft Excel, CAD, and GIS software. Uses database to assist in future needs assessment, feasibility analysis, and project planning.

Manages the planning for temporary capacity programs with level directors and school officials. Oversees budgeting, ordering, coordination, permitting, delivery, setup, placement, accessibility, and relocation of portable classrooms.

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Assists in overseeing the development of architectural, civil or mechanical system plans, specifications and cost estimates prepared by consulting engineers and architects, ensuring compliance with building codes and standards. Assists in specifying design requirements for related systems and ensures that design proposals conform to NEC standards, as well as local codes and regulations. Assists in developing and maintaining design standards for systems and structures.

Prepares preliminary estimates of the costs of specific projects, determines level of priority, and manages cost estimate adjustments based on CPI estimates for projected funding year.

Reviews, corrects, and interprets drawings, plans, and specifications.

Prepares clear, technically sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Plans and conducts surveys, tests, and investigations pertaining to structures or systems associated with construction and maintenance operations. Ensures conformance with designs, plans, and specifications.

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 developments.

Provides technical assistance to and support to building maintenance operations, and for in-house projects involving alterations to existing installations.

Manages projects of facilities design and construction; facilitating activities relating to the design feasibility analysis, 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 change orders. Assists in coordinating design phase studies, reports and field surveys. Assists in scheduling, facilitating, and conduct meetings with users and project design professionals. Makes reports to senior management relating to assigned projects.

Analyzes facilities for repair and improvements needs. Consults with building principles regarding the CMCSS General and Capital Projects Budget procedure (FAC-P001) and/or recommends issuance of work orders. Assists in the review of capital improvement requests as per the CMCSS Capital Projects Budget procedure (FAC-P001).

Assists in preparing and managing budgets for school facilities and general improvement projects. Coordinates and manages budgets in excess of \$500,000 annually.

Exercises discretion and independent judgment with respect to submitting purchase orders for work required and reviewing invoices and pay requests for correctness as per CMCSS Pay Request procedure (FAC-P002). Prepares, assembles, and monitors required construction documentation and permits for all projects under his/her supervision. Recommends purchase or employment of qualified vendors or systems. Recommends the discontinuation of contracts for unqualified vendors or systems.

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Issues timely change directives and change orders on projects due to unforeseen conditions and modifications to the original scope of work when necessary.

Performs periodic inspections of interior (structural, flooring, ceilings, painting, etc.) and exterior (windows, doors, brick, accessibility, roofs, etc.) on all CMCSS buildings. Documents conditions and assists in the determination and planning of repair solutions and replacement schedules.

Coordinates, design and construction activities for all non-contracted third party construction projects throughout the district as per CMCSS procedure FAC-P004.

Conducts stakeholder meetings to ensure understanding of the FAC-P004 process and required documents. Holds follow-up meetings with sponsors and performs inspections to confirm compliance.

Consults with state and local government officials regarding policy/regulation and compliance issues.

Prepares, assembles, and monitors required construction documentation and permits for all projects under his/her supervision.

Makes and shares construction decisions in a timely manner and responds immediately to emergency situations.

Performs and promotes all activities in compliance with equal employment and non-discrimination policies; follows federal laws, state laws, school board policies and professional standards.

Monitors accessibility for efficiency, effectiveness, customer satisfaction, and compliance with the ADA and implementing regulations and guidelines. Reviews the District's ADA transition plans to determine compliance with mandates to provide appropriate services. Identifies challenge areas and proposes solutions.

Manages post-award activities associated with facilities grants, insurance claims, and other one-time disbursements. Prepares, assembles, and monitors required planning and construction documentation, and provides financial reporting for closeout submissions.

### **Additional Job Functions**

Performs other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Associate or Bachelors degree preferred or; High School graduate with 10 years experience in construction field to include 5 years of construction experience in supervisory positions, and verified experience in the construction plan review process. Must possess a valid Tennessee Driver's License.

**KNOWLEDGE OF JOB**

Has considerable knowledge of the policies, procedures, and activities of the School System, Facilities and Safety practices as they pertain to the performance of duties relating to the job of Asst Facilities Manager. Thorough understanding of Building Code and State requirements for Educational Facilities. Understanding of, and experience in plan review and interpretation of specification documents. Knowledge of construction methods, materials and standards. Knowledge of and experience in the construction permitting process. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and the construction industry. Is able to effectively communicate and interact with supervisors, other governmental agencies and members of the general public and all other groups involved in the activities of the position. Is able to assemble information and make written reports and documents in a concise, clear effective manner. Has good organizational, human relations, and financial skills. Is able to use independent judgment and work with little direct supervision when necessary. 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. Is knowledgeable and proficient with computer office software as well as CAD. Is able to read, understand and interpret financial reports and related materials.

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

**PHYSICAL REQUIREMENTS:** Must be physically able to operate, with a reasonable level of skill, a variety of office machines and equipment such as telephones, computers, calculators, copiers, fax machines, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

**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 financial and administrative information. Includes giving assignments and/or directions to co-workers or students.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Asst Facilities Manager. 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 complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Asst Facilities Manager.

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**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.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; compute discount, interest, profit and loss, ratio and proportion; determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

**MOTOR COORDINATION:** May require the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, 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 minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** May require the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job of Asst Facilities Manager.

**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.

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**Employee's Signature**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**