

**DISTRICT SCHOOL BOARD OF PASCO COUNTY**

**JOB DESCRIPTION**

**FACILITIES SPECIALIST**

**QUALIFICATIONS:**

- (1) Bachelor's Degree from an accredited institution.
- (2) Valid Florida's Teaching Certificate.
- (3) Experience as facility planner or builder.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Effective communication skills. Skill to survey building plans to discern how well they comply with specifications. Knowledge of state, federal and local mandates for safety. Ability to direct task force empowered to develop educational specifications. Ability to develop Five-year School District Facilities Plan. Knowledge of all laws, regulations, and codes governing school planning and construction.

**REPORTS TO:**

Director of New Construction

**JOB GOAL**

To provide the District with skills, knowledge and services essential to deliver educational facilities which meet District educational philosophy within the approved budget.

**SUPERVISES:**

Mechanical Engineer  
Assigned Support Personnel  
Clerical Staff

**PERFORMANCE RESPONSIBILITIES:**

**Technical/Professional Knowledge**

- \* (1) Assist with the development of a school construction plan.
- \* (2) Develop educational specifications for the School District.
- \* (3) Assist with the five-year construction educational plant survey.
- \* (4) Develop project manual specifications.
- \* (5) Develop facilities and equipment requirements for new schools.
- \* (6) Assist the Director in coordinating construction with architects and contractors.
- \* (7) Assist in the incorporation of ADA requirements into District projects.

### **Communication**

- \* (8) Coordinate the development and delivery of educational and construction specifications from the District to the project architect on new construction projects.

### **FACILITIES SPECIALIST (continued)**

- \* (9) Communicate effectively orally and in writing.
- \* (10) Collaborate with the Planning Department in the development of District Facility Lists which govern the size and educational program offerings of our new schools and/or school additions.
- \* (11) Provide required communication, reports, and/or correspondence between the various parties associated with District construction projects.

### **Proactive Orientation**

- \* (12) Assist in selecting, supervising and evaluating personnel.
- \* (13) Provide required leadership and assistance in all phases of new construction projects to help facilitate and ensure successful and timely completion.
- \* (14) Demonstrate initiative in fulfilling performance responsibilities.
- \* (15) Anticipate potential problems and design processes and procedures to prevent or deal with them.

### **Critical Thinking**

- \* (16) Estimate cost of furniture, fixtures, and equipment.
- \* (17) Review architectural plans and ascertain that District philosophy and goals are incorporated in the design.
- \* (18) Calculate and provide cost estimates for future, new construction, remodeling, and/or renovation projects for the District's Five-year Construction Plan.

### **Continuous Improvement**

- \* (19) Provide direct assistance and coordination with the District Maintenance Department of their review and improvement recommendations of design and construction specifications on current and previous projects.
- \* (20) Set high standards and expectations for self and others.
- \* (21) Keep up-to-date with information pertinent to job performance.
- \* (22) Assist other in understanding relevant information related to construction and facilities.

### **Facilitation**

- \* (23) Advise and assist District principals, directors, supervisors, and related District personnel with State Regulations for Educational Facilities (SREF) guidelines as they pertain to site development, new construction, remodeling, and/or renovation of educational facilities in Pasco County.

- \* (24) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- \* (25) Facilitate problem-solving.

**Managerial**

- \* (26) Assist in directing the school construction plan implementation.
- \* (27) Assist with preparing reports and maintaining records.
- \* (28) Monitor assigned tasks.

**FACILITIES SPECIALIST (continued)**

**Constancy of Purpose**

- \* (29) Support the District's vision and mission.
- \* (30) Represent the District to outside shareholders in a positive and professional manner.
- \* (31) Serve as a district representative at emergency shelters as determined by the Superintendent.
- \* (32) Perform other incidental consistent with the goals and objectives of this position.

**Decisiveness**

- \* (33) Make and share decisions in a timely manner.
- \* (34) Respond quickly in emergency situations.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 5**

\*Essential Performance Responsibilities

**Board Action** \_\_\_\_\_  
**Approved** \_\_\_\_\_  
**Revised** \_\_\_\_\_