

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Director Construction And Distribution Services

## **GENERAL DESCRIPTION**

The essential function of the position within the organization is management of all aspects and phases of school and facility related construction and renovation projects as well as logistics operations involving receiving, distribution and storage facility in support of Monroe County School District. The secondary function is management, tracking and reporting of all facility planning requirements mandated by the State or otherwise required for optimized and efficient space utilization and facility life-cycle management.

### **Primary Duties:**

*This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.*

Understand the rules and regulations that govern facilities and construction from all jurisdictional agencies such as Florida Building Code (FBC), Occupational Safety and Health Administration (OSHA), Florida Department of Education (DOE), State Requirements for Educational Facilities (SREF), and local governmental codes and planning ordinances.

Assist in the selection of architects, engineers, construction managers, and other consultants for construction and renovation projects.

Coordinate with engineers, architects, and contractors to provide effective design and project management.

Interface with contractors and design professionals working with Educational Specifications for renovations and new schools.

Analyze time, labor and material requirements to estimate the costs of proposed projects.

Interpret and follow blueprints and diagrams and provide comprehensive plan reviews.

Coordinate with contractors on project implementation and site preparation.

Ensure adherence to good safety standards.

Coordinate with other District departments to assure needs are met during design, construction and post-construction assessment of projects.

Compile and process project documentation to maintain an accurate history of construction of facilities.

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Prepare or assist in the preparation of all required reports and maintain all appropriate records.

Interface with site personnel for the successful completion of projects.

Interface with the Building and Maintenance Departments on punch list creation, post-construction warranty implementation, and school needs determination.

Assist in developing and monitoring budgets for school construction and renovation projects.

Monitor project budgets and review change orders for ongoing projects and make appropriate recommendations in accordance with Florida Statutes and School Board Policies.

Project management of other specifically assigned District projects to include some that may be performed by the Maintenance Department or its contractors.

Utilize DOE's Educational Facilities Information System (EFIS) System effectively and efficiently.

Update and maintain the Florida Inventory of School Houses (FISH) database and plans.

Develop and submit for approval all required state reports including but not limited to plant surveys and work plans.

Coordinate with Principals for school needs determination.

Coordinate with schools and administration on permanent space utilization.

Serve as a resource to school personnel in matters of facility planning.

Assist in the acquisition and disposal of property and facilities.

Maintain a working knowledge of construction, maintenance, and the building trades.

Employ knowledge of principles and practices of architecture, engineering and public environmental health.

Accumulate knowledge of construction materials/equipment and their impact on long-term maintenance, costs and environmental standards.

Participate successfully in training programs offered to increase skill and proficiency related to assignment.

Be proficient and effective in the use computers and all job-related software and automated systems.

Meet and deal effectively with jurisdictional agencies, the general public, administrators, contractors,

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architects, staff members, and other contact persons using tact and good judgment.

Provide strategic direction for warehouse operations and logistics.

Direct communication and coordination of timely product receipt, product organization, capacity and storage of product in warehouse.

Elevate logistics and inventory management by evaluating department processes and optimize the execution of all aspects of shipping, receiving, and warehouse management.

Oversee courier service for interdepartmental mail.

Oversee, observe and enforce all safety rules in an effort to eliminate accidents and injuries.

Provide leadership direction and support to the facility through participation on the Building Leadership Team and by positively interfacing with distribution support teams.

Partner cross-functionally with Food Services, Curriculum, Internal Services and Finance to implement appropriate inventory controls.

Supervises duties of assigned professional and support staff, including establishing staffing standards, organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination. Prepares employee performance evaluations.

Keep leadership informed of potential problems, unusual events, status of projects, and other pertinent information.

Respond to inquiries and concerns in a timely and thorough manner.

Demonstrate initiative in identifying potential problems or opportunities for improvement.

Exercise a service orientation when working with others.

Exhibit appropriate interpersonal skills to work as an effective member of the District team.

Model and maintain high ethical standards.

Maintain strict confidentiality regarding all District and school matters.

Follow federal and state laws as well as School Board policies, rules and regulations.

Demonstrate support for the District and the strategic plan that guides it.

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Perform other tasks consistent with the goals and objectives of this position.

## **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

## **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

### **Data Responsibility:**

*“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Directs others in events and reports on activities and results.

### **People Responsibility:**

*“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Negotiates or exchanges ideas, information and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions or solutions.

### **Assets Responsibility:**

*“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate-sized department, authorizing expenditures of large amounts of money, supervising the purchasing of high-value materials, supplies and equipment.

### **Mathematical Requirement:**

*“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute discounts, interest, ratios and proportions and percentages.

### **Communications Requirements:**

*“Communications” involves the ability to read, write, and speak.*

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Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

## **Complexity of Work:**

*“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

## **Impact of Decisions:**

*“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with very serious impact – affects entire organization and the general public; probability of loss of life and/or damage are likely.

## **Equipment Usage:**

*“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

*Establishes methods and procedures for acquiring and handling machines, tools, equipment or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.*

## **Safety of Others:**

*“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

### **Education Requirements:**

*“Education Requirements” refers to job specific training and education required for entry into the position.*

Bachelor's degree in urban planning, engineering, architecture or related field; or at least ten (10) years of experience in related fields preferred.

### **Licenses Certifications Registrations Required:**

*“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications,*

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*or registrations required to enter the position.*

Appropriate State of Florida professional certification as required and applicable

Clearance of background check and drug screening.

## **Experience Requirements:**

*“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Ten (10) years of related experience preferred

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

### **Physical Demands:**

*“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking some of the time, exerting up to 50 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

### **Unavoidable Hazards:**

*“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position may be exposed to bright/dim lights, dust or pollen, traffic, construction hazards during site inspections.

### **Sensory Requirements:**

*“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

### **American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities.

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Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Term of Employment:**

Annual Contract

**Reports To:**

Executive Director of Operations and Planning

**Supervises:**

Departmental Employees

PAY GRADE: From: DD To:

Number of Months: 12 Number of Days: 254 Hours: 8

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Board Approved 10/11/2022