

Director of Facilities Planning, Design, and Construction

SUMMARY

Under the direction of the Senior Officer of Operations, responsible for overseeing the planning, development, design, construction, and commissioning of MPS capital projects from design through completion. This includes managing staff, contractors, contracts, and special projects to ensure all initiatives meet the District's construction and renewal requirements, while ensuring efficient resource use and regulatory compliance. The role involves leading long range facility master planning efforts, coordinating all phases of construction projects, ensuring alignment with District goals, timelines, and budgets, and maintaining adherence to federal, state, and local standards. Additionally, provides strategic direction and leadership to guarantee the successful delivery of high-quality facilities, builds strong relationships with district leaders and the community, resolves conflicts, and provides regular project updates to stakeholders.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Oversees and directs the planning and execution of MPS capital construction projects from design through completion, managing senior staff, contractors, contracts, and strategic initiatives.
- Makes high-level decisions independently, drawing from extensive experience to guide complex projects and initiatives.
- Leads and oversees the development of the District's long range facilities master plan as well as the annually-approved capital plan, which is the avenue to implement the long range vision.
- Manages all phases of large-scale construction and renewal projects, including pre-design, schematic design, construction documentation, bid process, construction, commissioning, and warranty administration, ensuring high-quality outcomes.
- Leads and manages all aspects of the District's real estate portfolio, including acquisitions, dispositions, leasing, and asset management, ensuring alignment with the District's policies and strategic goals.
- Oversees project delivery, leading planning and construction project managers, providing strategic oversight to ensure work quality, adherence to contracts and schedules, and alignment with organizational goals.
- Conducts regular executive-level meetings with staff to prioritize high-level tasks, resolve significant technical and operational challenges, and implement solutions. Provides performance evaluations and manages staff development.
- Leads and oversees the planning, conducting, and analysis of research studies, coordinating cross-departmental efforts, and establishing work programs and processes to improve departmental outcomes.
- Provides leadership in community engagement initiatives, ensuring timely updates to all stakeholders, and fostering positive relationships with district leadership, authorities having jurisdiction, and the broader community.
- Directs the development of project RFPs, bid processes, and contract approvals, ensuring alignment with federal, state, and local regulations and best practices.

- Reviews and approves all major contracts, technical documents, purchase orders, and payment requests, and resolves any disputes or contract-related issues.
- Monitors and ensures compliance with state, federal, and local regulations, as well as MPS policies and objectives, throughout all project phases.
- Demonstrates courteous and cooperative behavior when interacting with students, clients, visitors, and MPS staff; acts in a manner that promotes a harmonious and effective workplace environment
- Enthusiastically promotes the Superintendent's goals and priorities in compliance with all policies and procedures.
- Maintains absolute confidentiality of work-related issues, records and MPS information.
- Other duties or tasks may be assigned on an as-needed basis
- Be available to work outside regular business hours, including evenings or weekends, as necessary to meet the demands of the position.

MINIMUM QUALIFICATIONS

To successfully perform job, incumbent must be able to perform each essential duty satisfactorily. Requirements listed are representative of the knowledge and skills.

Education, Training and Experience Guidelines

- Master's Degree in Architecture, Engineering, Construction Management, Urban Planning, or related field; AND
- A minimum of five (5) years of construction project management experience, two (2) years of which were in a supervisory/managerial role; OR
- an equivalent combination of education, training and experience as determined by Human Resources.

Knowledge of:

- Advanced project management principles, including construction planning, scheduling, and budgeting.
- Construction processes from design to completion, including pre-design, schematic design, construction documentation, bid process, construction, commissioning, and warranty administration.
- Federal, state, and local regulations governing construction projects, including compliance requirements and legal standards.
- Contract development, negotiation, and management, including RFPs, contract approvals, technical documents, and purchase orders.
- Strategic leadership and staff management, including overseeing senior staff, contractors, and special projects.
- Research methodologies, work program development, and implementation of process improvements.
- Community engagement strategies, project updates, and stakeholder communication.
- Risk management and problem resolution techniques for large-scale construction projects.
- Workplace safety and quality assurance practices, ensuring project deliverables meet district standards.
- Contractual, budgetary, and financial controls for multi-million dollar capital projects and programs.
- Minnesota-specific public capital funding sources available to school districts

Skill in:

- High-level decision-making and independent judgment in managing complex construction and renewal projects.
- Leading and managing large teams, including construction project managers, contractors, and other key personnel.

- Considerable skills in the management of public sector personnel and other classified personnel represented by bargaining groups, including working knowledge of the progressive discipline process.
- Development of Standard Operating Procedures, Design Standards, and other guidance documents that ensure consistent performance across multiple teams and project types.
- Strategic planning, prioritization, and resource allocation to ensure successful project delivery within scope, budget, and timelines.
- Conflict resolution and problem-solving, particularly in negotiating contracts, technical issues, and contractor disputes.
- Effective communication and interpersonal skills, fostering strong relationships with district leaders, external agencies, contractors, and the community.
- Strong organizational skills to manage multiple projects simultaneously and meet deadlines.
- Technical writing and report generation, including the preparation of project reports, contract documentation, and compliance reports.
- Analyzing construction project data and making data-driven decisions to resolve challenges and improve performance.
- Promoting a positive and collaborative work environment, aligning team efforts with organizational goals.
- Maintaining confidentiality and managing sensitive information with discretion and integrity.

LICENSE AND CERTIFICATION REQUIREMENTS

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Minnesota Driver's License.

PHYSICAL/MENTAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in an office setting, use standard office equipment and stamina to walk, stand and sit for extended periods of time; strength to lift and carry up to 50 pounds; vision to read printed materials and computer screens; and hearing and speech to communicate in person or over the telephone.

WORKING ENVIRONMENT:

Work is performed in an office field setting. Subject to occasional travel to a variety of locations.

ORGANIZATIONAL INFORMATION

- Bargaining Unit: MAAS
- Grade: 76
- FLSA Status: Exempt
- Job Group: Facilities Planning, Design, and Construction
- Revised: March 19, 2025