

**TALENT ACQUISITION & OPERATIONS (NON-INSTRUCTIONAL)
DEPARTMENT
JOB VACANCY**

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

POSITION TITLE: Manager, Facility Audits

JOBID: 49388

POSITION TYPE: Administration, District/ Audit

LOCATION: Office of The Chief Auditor

DATE POSTED: June 25, 2020

CLOSING DATE: Opened Until Filled

SALARY RANGE: \$74,407 - \$128,733

Position Summary

The primary goal of the **Manager, Facility Audits** is to ensure Broward County School District's capital assets are safeguarded by supervising, coordinating and conducting facility audits, to provide reasonable assurance that internal controls are in place in the Facility and Maintenance areas to achieve; (1) effective and efficient operations; (2) reliable financial and progress reporting; and (3) compliance with applicable contract terms and laws and regulations. is to lead the effective management and continuous improvement of student transportation operations and services.

Essential Performance Responsibilities include but are not limited to:

- Supervise, coordinate and conduct facility reviews including, but not limited to, partial payment, special payment, and other construction related audits of construction contractors, architectural and engineering consultants.
- Review Facilities and Construction Management Division's contracts prior to submittal to the School Board (i.e. FLCC, PFA, contract amounts, audit clauses and scope of work) to ensure contract meets District requirements and plans are in compliance with engineering and architectural specifications and state regulations including OSHA standards.
- Review district construction and maintenance projects for compliance with established quality, time and budget standards.
- Attend pre-construction meetings and assist in review of schedule of values, construction progress charts and Critical Path Method (CPM) schedules.
- Review construction drawings and specifications, from the design phase through final completion, to become thoroughly familiar with the plans and specifications for the work to be audited.

Be advised: All applications are subject to the Florida Public Records Law.

PLEASE NOTE THAT EMAILED RESUMES WILL NOT BE ACCEPTED! YOU MUST SUBMIT AN ONLINE APPLICATION.

HOW TO APPLY:

Access Broward County Public Schools web-based application system (AppliTrack) by typing or copying and pasting the following link into the browser:

<https://www.applitrack.com/broward/onlineapp/default.aspx?Category=Administration%2c+District&showinternal=false&AppliTrackJobId=49388&AppliTrackLayoutMode=detail&AppliTrackViewPosting=1>

Please see attached job description online for additional information.