

Assistant Superintendent, Facilities Ops

Please use the following link to view job description, apply and submit required documents for this position: <https://careers.hrdadeschools.net/job-invite/561/>

OCCUPATIONAL SUMMARY

Provides leadership as the senior administrative officer responsible for system-wide capital construction and General Obligation Bond (GOB) projects. Manages new construction, additions, renovations, remodeling, and ADA facilities compliance programs. Reports to and directly assists the Chief Facilities Design and Construction Officer in planning, organizing, and managing the functions of the school district's facilities program, with the ultimate goal of delivering quality schools within budget and on schedule, and achieving the lowest life cycle cost to the District.

EXAMPLE OF DUTIES

1. Direct activities of the program manager to ensure timely implementation of GOB projects.
2. Directs the implementation of the Five-Year Capital Plan in a way that optimizes utilization of school District funds to meet stated facility needs.
3. Collaborates with peers in the planning, budgeting, and programming of capital projects with the intent and ultimate goal of delivering quality projects cost-effectively and in a timely fashion.
4. Works with legislative guidelines to ensure that all contracting services, including architectural, engineering, and construction services, and strategically procured, sourced, and evaluated in a way that will optimize capital projects' quality, performance, budget, and schedule. This includes determining and implementing the most effective sourcing strategy for project delivery.
5. Leads and manages the public involvement process as it relates to the construction phases of the capital program to ensure projects stay on schedule.
6. Manages the operations and functions of construction units to assure maximum performance and results and recommends improvements to Chief Facilities Design and Construction Officer as appropriate.
7. Directs the assignment, training, supervision, and evaluation of staff.
8. Ensures there is an appropriate staffing of contracted personnel to deliver GOB and Capital projects.
9. Develops the budget and recommends ways to optimize staff resource allocation to the various capital projects.
10. Ensures the timely preparation of all Board agenda items required in connection with the functions of the capital program.
11. Represents the Chief Facilities Design and Construction Officer with governmental agencies and other external entities on matters pertaining to the implementation of the capital plan.
12. Responsible for all reporting requirements to committees, task forces and other entities, as may be required or requested by the Chief Facilities Design and Construction Officer.
13. Responsible for maintaining and fostering high ethical standards within the assigned units.
14. Performs other duties related to the general administrative responsibilities of the position.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed both indoors and outdoors and requires frequent in-county travel.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Engineering, Architecture or Construction Management, or licensed as an engineer, architect or general contractor.
2. Minimum of ten (10) years progressively responsible managerial experience in a large corporation or public agency in the area of facilities management or business operations services.
3. Demonstrated ability to communicate effectively in both oral and written form.

APPLICATION DEADLINE is Tuesday, January 16, 2024 at 4:00 p.m. Please attach a RESUME, COVER LETTER and TWO PROFESSIONAL LETTERS OF RECOMMENDATION (signed and dated within one year) to your online profile. If there are any questions, please contact Mr. Jorge Rubio at 305.995.7247.

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