

GUILFORD COUNTY SCHOOLS

POSITION TITLE: MANAGER-DESIGN SERVICES

GENERAL STATEMENT OF JOB

Guilford County Schools' Facilities Planning and Construction Department is looking for a qualified individual with at least five years of professional experience to join its team to lead the design services functions. Individual will develop and maintain consistent, district-wide design standards and specifications for facilities. Under limited supervision, this position performs administrative, technical, and professional standards and design management. Work involves the development, implementation, and on-going administration of the design services; review of construction documents submitted to the school district by design consultants for compliance with district and other applicable standards; providing technical information and guidance to school authorities, consultants, and contractors concerning standards and design guidelines for new construction and repair or renovation of school plant and equipment. Employee must exercise considerable independent judgment and initiative in performing assigned duties. Employee must exercise tact and courtesy in contacts with contractors, school officials, building and fire inspectors and various government agencies. Reports to the Executive Director for Construction and Facilities Management.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Manifests a professional code of ethics and values.

Models the routine, intentional and effective use of technology in daily work, including communications, organization and management tasks.

Manages all functions and services in Design Services, consistent with district priorities and expected ends/results, and identify expected outcomes/results for the department for which he/she is responsible.

Develops and maintains consistent, district-wide standards and specifications for facilities.

Develops and maintains a database and master filing system of standards and specifications for facilities.

Develops and maintains a fully functional close-out and archiving system and requirements for all projects that are user-friendly, accurate and complete.

Works with officials to determine appropriate level of compliance with code requirements for facilities projects.

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Serves as liaison between government agencies and the District.

Evaluates projects and makes recommendations for scheduling based on compliance with mandated codes and safety regulations.

Completes facilities standards and specifications assessments and updates.

Actively participates in and completes plan reviews, discipline-specific peer reviews and all other reviews and responds in a timely manner to avoid impacting the project schedule.

Oversees field quality inspections to enforce compliance with District standards.

Keeps the Executive Director for Construction and Facilities Management informed of all issues of which he should be aware.

Performs other incidental tasks or services consistent with the goals and objectives of this position.

Follows the District's policies and procedures related to all guidelines, policies and the District's instructional initiatives.

Keeps abreast of federal, state and local requirements.

Follows the district's policies and procedures as related to fixed assets.

Attends assigned Building Advisory Team meetings and maintains accurate notes of activities.

May supervise subordinate staff, provides staff with professional development opportunities; advises and consults staff, assisting with non-routine situations as they arise.

Conducts personnel administration duties following district guidelines to include hiring, evaluating, supervising, etc.

ADDITIONAL JOB FUNCTIONS

Attends meetings on behalf of supervisor.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Architecture, Engineering or a related field from an accredited institution and at least 5 years of experience with progressively increasing responsibility for overall design services and program management of medium to large commercial, industrial and/or public construction projects; or any equivalent combination of training and experience which provides the required combination of knowledge, skills, and abilities.

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SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, printers, copiers, etc. Must be able to exert up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from supervisors.

Language Ability: Requires the ability to read correspondence, reports, forms, billing statements, invoices, financial statements, rosters, insurance forms, turnaround documents, etc. Requires the ability to prepare correspondence, forms, reports, billing statements, invoices, and financial statements using proper format. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and government terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to apply the theories of algebra/statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

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Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment or tools of the position.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does require the ability to differentiate between colors and shapes of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of all aspects of construction techniques and materials.

Considerable knowledge of database development and administration.

Considerable knowledge of quality control/quality assurance methodology.

Considerable knowledge of AIA, North Carolina state building codes, CIS and other applicable standards.

Considerable knowledge of public bidding and procurement laws.

Considerable knowledge of the Owner's Representative role in public design and construction process.

Considerable knowledge of the principles and practices of professional architecture.

Considerable knowledge of cost effective and efficient construction practices and renovation methods.

Considerable knowledge of the principles and practices of energy management.

Considerable knowledge of building trades.

Considerable knowledge of school system construction standards and general building codes.

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Working knowledge of computer software to include Microsoft Word, Excel, Project Manager and AutoCAD.

Ability to utilize effective communication and personnel management skills.

Ability to effectively use problem-solving skills.

Ability to develop construction specifications and plans for renovations.

Ability to inspect construction and renovations for compliance with standards and codes.

Ability to maintain complete and accurate records and to develop meaningful reports from those records.

Ability to communicate effectively both orally and in writing.

Ability to read and interpret blueprints and schematic drawings.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to exercise considerable independent judgment and initiative in independently performing assigned projects.

Ability to effectively express ideas orally and in writing.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.