

Hernando County School Board Florida

FLSA: Exempt, Non-Union

MANAGER OF **PLANNING**, DESIGN AND CONSTRUCTION

Required Qualifications:

- Bachelor's Degree from an accredited university or college and three (3) years of experience in planning, design, **construction** or related professional field or Associates Degree from an accredited university or college and five (5) years of experience in **architectural** planning & design **or construction** or related professional field
- Demonstrated familiarity with ~~mapping, zoning ordinances and~~ building codes, fire codes, permitting and general construction methods
- ~~Demonstrated knowledge of state and county regulations as they pertain to planning, zoning, growth management and transportation~~
- Experience working independently and communicating effectively with multiple stakeholders including governmental officials, ~~citizen groups and developers~~ architects, engineers, building officials, contractors and school administrators
- Experience with construction/contract documentation preparation and coordination
- Experience with ~~community/government relations~~ **construction contracts and construction project management.**

Desired Qualifications:

- Experience in ~~S~~school **P**lanning or design and construction
- ~~American Institute of Certified Planners (AICP) Certification~~
- Working knowledge of the Hernando County mapping system (ARC-View)
- ~~Geographical Information System (GIS)~~ GIS, CAD, BIM or computer modeling experience
- Knowledge of State Requirements for Educational Facilities (SREF) and Educational Facilities Information System (EFIS)
- **Knowledge of AIA documents and contracts.**

Performance Responsibilities:

- Perform professional architectural and managerial work in supervising and participating in the planning, design and construction of new facilities and the alteration/renovation of existing facilities.
- Oversee preparation of plans, specifications and other contract documents, ~~develop~~ bidding procedures. **Coordinates review of contract documents with various District departments, Facilities Construction Project Managers, Building Officials and Design Professionals**
- Represent the School District as the point of contact in matters relating to construction.
- Oversee and/or coordinate the work of outside consultants with the needs of the District in all matters relating to planning, design and construction.
- Oversee approval of progress payments to consultants and contractors **through the Facilities Construction Project Managers.**

- Oversee the progress of construction to ensure compliance with district design and construction standards and industry standards for quality workmanship.
- Serves as back up for Facilities Project's Construction Managers and manages projects as needed to assure proper distribution of workload.
- Prepares and maintains data base of District design & construction standards and updates as required. Assures standards are published and available to design community.
- Establish and maintain an effective working relationship with local, state and federal agencies and private organizations that affect and are affected by the short and long range planning of the district

- ~~Act as the district liaison with the county and city regarding School Concurrency and the Interlocal Agreement~~
- ~~Act as district liaison with developers to ensure proportionate share mitigation as it relates to School Concurrency~~
- ~~R-r~~ Assist in the review ~~view and respond to~~ of applications to local governments for land use, rezoning, subdivision and other appropriate development proposals to determine school capacity and ensure that school- related issues are addressed
- Attend Hernando County Planning and Zoning meetings and Hernando County Board of County Commission meetings related to zoning and land use to provide input as needed ~~in the absence of or upon assignment by the District's Planner or Director of Facilities & Construction~~
- ~~Represent the district in the Development of Regional Impact (DRI) Studies~~
- Participate in the district's Impact Fee Studies and assist with public hearings and presentations ~~upon assignment by the District's Planner~~
- ~~Ensure the district's compliance with the county's and city's Comprehensive Plans~~
- ~~Establish and maintain an effective planning database to collect, analyze and interpret demographic data as it relates to student projections and facility needs~~
- ~~Research, analyze and prepare comprehensive planning projects and reports, i.e. the 5-year Tentative Work Plan, Future Facilities Plan, FTE projections and long-range student enrollment projections by school~~
- ~~Monitor growth trends, identify unforeseen requirements and modify plans accordingly, assuring that all affected agencies are involved in plan modifications~~
- Coordinate, schedule and compile documentation to update Florida Inventory of School Houses (FISH) and Supplemental Spot Surveys with the Department of Education
- ~~Oversee~~ Assist with boundary planning and redistricting efforts ~~upon request of the District's Planner~~
- Make recommendations regarding the selection and acquisition of future school sites to accommodate growth for the district
- ~~Develop, manage and present rezoning petitions brought before local government on behalf of the district~~
- ~~Oversee~~ Supervise the Facilities Planning and CAD Designer Specialist and Facilities Projects Construction Managers ~~Directs daily operations of these employees and performs annual evaluations for each.~~
- Sustain focus and attention to detail
- Perform other duties as assigned by the Director of Facilities and Construction, ~~Planner~~ and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the ~~Director of Facilities and Construction~~ ~~Planner~~ and/or designee

Evaluation:

Annual evaluation done by the ~~Director of Facilities and Construction~~ ~~Planner~~ and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category E

Job Code:

74020

Board Approved: 01/15/08

Revised: 01/20/09, 03/03/09, 05/17/11, 08/09/11, 07/31/12, 06/10/14, 7/6/15, 10/18/16, 11/7/17, 10/23/2018,
06/25/19, 05/25/2021