



Position Title: Executive Director of Facilities and Operations
Unit: Executive Exempt
Salary: \$145,000 to \$155,000
Earning Days: Annual Position (52 weeks)

GRPS MISSION: Our mission is to ensure that all students are educated, self-directed and productive members of society.

SUMMARY OF POSITION:

The Executive Director for Facilities & Operations provides leadership in the construction, use and management of school and district facilities.

ESSENTIAL JOB FUNCTIONS - *Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:*

JOB FUNCTIONS:

- Directs the development and implementation of a master facility plan to accommodate student, staff and program needs.
- Directs a systematic assessment program that evaluates the condition of the facilities and develops short and long-range maintenance programs which protect the District's investment in physical assets.
- Directs the activities of the Director of Design, Construction & Renovation, the Manager of Facilities, the Sustainability Coordinator, and the Project Coordinator of Construction and/or other department managers, while establishing collegial decision-making and a strong organizational commitment to service excellence.
- Provides leadership, management and development opportunities to the department team members.
- Plans and coordinates the development and implementation of annual budgets that support the department. Monitors the use of financial and human resources.
- Facilitates the selection and directs the work of professional consultants working on the District master planning, large construction projects, remodeling projects, maintenance projects and other department projects.

- Facilitates the preparation of plans and specifications for all work performed on school facilities. For in-house design, checks for compliance with applicable codes, regulations and government mandates and applies professional engineering or architecture seal as required.
- Directs the use of the District's capital projects, bond and sinking fund.
- Facilitates the development and directs the implementation of a system wide energy management plan.
- Provides planning services in collaboration with Kent Intermediate School District's Special Education Center Programs.
- Analyzes and interprets school enrollment data and directs District space planning and building use, including recommending school sites, boundary changes and site expansions.
- Recommends to the Superintendent the purchase and selling of real estate for the District and maintains property management records.
- With the Chief Financial Officer, prepares recommendations for the rental or lease of classrooms, buildings or parts of buildings not required for District programs.
- Develops program design manuals and budgets for each construction or renovation project.
- Directs the preparation of bidder qualifications, advertisements for bids, and contract awards.
- Monitors and oversees all construction and renovation projects.
- Investigates and promotes development of sustainable systems within District facilities.
- Develops and directs implementation of a comprehensive process to ensure that current facility records (deeds, property surveys, building plans, material specifications, etc.) are maintained in an organized and accessible manner.
- Works cooperatively with other divisions and departments in responding to schools' requests for technical assistance and instructional support.
- Fosters partnerships with internal and external organizations to help implement and enhance department services.
- Perform all duties within the parameters of federal, state, local laws and regulations and District policies and procedures.
- Performs other duties as assigned.

This description describes the type and level of work performed by a person assigned to this position. It is not an exhaustive list of all duties and responsibilities required in the position.

REQUIRED QUALIFICATIONS:

- Architecture or engineering degree, with at least ten (10) years of professional experience.
- Five (5) years of recent experience managing multiple/diverse planning and construction projects, including master planning, facilities planning and space planning.
- Demonstrated leadership experience with at least five (5) years of previous supervisory responsibility for technical and professional staff required.
- Architects and engineers licensed in the State of Michigan or have the ability to be licensed in Michigan within six (6) months after starting employment.

PREFERRED QUALIFICATIONS:

- Experience in the educational arena and knowledge of current school codes and regulations preferred.

ADDITIONAL QUALIFICATIONS:

- Knowledge of space planning and project management computerized information systems
- Ability and desire to work effectively with diverse individuals in a wide range of positions within the District, as well as in organizations external to the District.
- Ability to relate well and work cooperatively with internal and external customers.
- Demonstrated ability to manage and effectively prioritize multiple tasks simultaneously and work effectively under pressure.
- Ability to work in an atmosphere of collegial decision-making; demonstrate consensus-building skills.
- Ability to work with a variety of individuals to problem-solve, communicate solutions and apply corrective actions.
- Demonstrated ability to assess customer short-term needs and anticipate long-term requirements.
- Demonstrated ability to effectively communicate both orally and in writing and present a professional presence at all times.
- Demonstrated ability to meet challenging timelines and quality standards
- Demonstrated ability to foster teamwork and participate as a team member.
- Ability to work flexible hours, evenings and weekends.

ADA REQUIREMENTS:

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, talk, hear (in a quiet or noisy environment). Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

WORK ENVIRONMENT:

The noise level in the work environment is moderate. Work is performed indoors.

MENTAL FUNCTIONS:

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile and negotiate.

METHOD OF APPLICATION:

Interested candidates may apply online at: <https://rayassoc.com/job-details.php?ID=563>

Ray and Associates, Inc.

Ph: 319/393-3115 E-mail: kathy@rayassoc.com

Please **do not send** applications or documents directly to the Grand Rapids Public Schools.

Non-Discrimination

The Grand Rapids Public Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran or military status.

Americans with Disabilities Act accommodations:

Assistance with the application process may be requested through the Human Resources Department at [616 819-2022](tel:6168192022) or humanresources@grps.org.