

Job Title: Physical Facilities Director
Department: Physical Facilities & Maintenance
Reports To: Business Administrator
FLSA Status: Exempt
Salary Schedule: AA lane 06 (*Director III*)



SUMMARY

The Physical Facilities Director oversees the design, construction, and inspection of new facilities and the remodeling of existing facilities in the District. The Director ensures that the best value possible is received for the dollars expended. The Physical Facilities Director oversees the District Inspector(s), Building Official, and Design and Engineering Professionals and acts as a liaison between WCSD and other agencies and city agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Coordinates the planning, budgeting, bidding, and inspection of each project in the District, including new construction, additions, and remodeling from beginning to end.

Ensures the District gets full value for all projects, working closely with the Superintendent, WCSD School Board, Architects, Engineers, Contractors, and all others involved.

Assists District staff and school principals in identifying and planning for annual priority needs for buildings and grounds for School Board consideration.

Develops and maintains the highest standards of quality control on each project.

Supervises each project, making certain the projects are carried out in accordance with approved plans and codes.

Monitors project timeline and tasks to maintain budget, schedule and scope of work.

Acts as liaison between the School District and entities involved to make sure appropriate city, county, state or federal approval, permits, regulations, licenses, etc are obtained for each project.

Verifies and approves all orders and bills for payment to ensure payment is justified for the materials or services being billed.

Plans future construction, maintaining flexibility for the changing needs of technology, space, life, safety, and health issues.

Coordinates with the Architectural & Engineering Design, Maintenance, and Technology Professionals to ensure the design of the facilities incorporates cost effective materials and

systems that reduces the need for preventative maintenance of the WCSD physical facilities and grounds.

Assists with future site selection recommendations, including civil and geotechnical considerations.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Prepares and presents reports and information to the WCSD Board of Education and others as assigned.

Stays informed of professional developments, new techniques, and current issues through continued education and professional growth.

Recommends priorities and general strategies for facilities planning and construction; provides planning for and oversight of capital improvement programs.

Guides planning and implementation of the District's environmental stewardship efforts, including reduction in the use of energy.

Assists in coordinating long-range planning and development of new capital improvement programs; oversees development efforts for facility standards and project management standards.

Coordinates with regulatory authorities and city and state advisory committees regarding issues such as land use, building code/safety issues, accessibility issues, historic landmark requirements, and others.

Contracts with agencies for needed services.

SUPERVISORY RESPONSIBILITIES

This job has supervisory responsibility over the Building Inspector, Commissioning Agent, Energy Education personnel, and contracted Design and Engineering Professionals.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Understands WCSD policies and procedures relative to the operation of the department.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to write reports, business correspondence, and procedure manuals. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills. Ability to

effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply mathematical operations to such tasks as distribution, determination of test reliability and validity, variance, correlation techniques, sampling theory, and factor analysis. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

A minimum of a Bachelor's Degree; or six or more years of related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Contractor License or equivalent is preferred.

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

PHYSICAL DEMANDS *The physical demands described here 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.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk or hear. The employee frequently is required to reach with hands and arms, use fingers and hands to handle, and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions and moving mechanical parts. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; risk of electrical shock; and vibration.

The noise level in the work environment is usually loud.

Prepared By: Executive Director, Human Resources			Date: 04/28/2020
Approved By: Executive Director, Human Resources			Date: 04/28/2020
<input checked="" type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Assistant Director, Human Resources	Date: 11/21/2023
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Business Administrator	Date: 03/04/2026
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	