



Job Postings

POSITION AVAILABLE

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	OPEN
POSTING DATE:	12/14/2009
CLOSE DATE:	01/01/2010
VACANCY NUMBER:	09AD060
LOCATION:	FACILITIES SERVICES
POSITION:	COORDINATOR PORTABLE AND RENOVATIONS
JOB QUALIFICATIONS:	Bachelors degree in business, architecture, engineering or related field with 5 years experience in a facilities services / capital development role in a large institutional or educational setting. Licensed architect or engineer preferred.
JOB DESCRIPTION:	Provide leadership and supervision necessary to manage all aspects of the Portable Classroom and Facilities Renovation Programs as administered by the Division of Facilities Services. Works closely with the Executive Director of Facilities Services and staff to develop and implement policies, procedures and best practices necessary to create and maintain safe, functional and serviceable facilities for the school system's students, teachers and staff. On call for emergency operations on a 24-hours basis.
DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • Responsible for coordination and implementation of the "Facilities Alteration Request" program for buildings and grounds alteration review and approval process in consultation with the Executive Director, project sponsors and appropriate in-house personnel to insure scope and execution of proposals meet FCSS standards. • Responsible for assisting the Executive Director and contracted consultants with the implementation and use of a comprehensive building conditions assessment and evaluation program to assure best practices in life cycle planning, preventive maintenance and identification of renovation and renewal projects. • Responsible for coordination and implementation of a comprehensive capital project design oversight process to insure capital building and renovation projects are planned, designed and built in conformance with FCSS standards. • Responsible for coordination and implementation of all phases of the Portable Classroom Building Program; including planning, budgeting, scheduling, permitting, contracting, occupancy and maintenance requirements. • Responsible for directing assigned support staff in the performance of their duties. • Responsible for developing departmental budget in accordance with system priorities and in consultation with the Executive Director. • Performs site visits and consults with school principals and other administrators while visiting schools. • Responsible for monitoring monthly budget reports, managing purchase card expenditures, and tracking purchase card invoices. • Responsible for reviewing and approving payment of all payment requests for contracted services and leased portable classroom buildings. • Responsible for maintaining up-to-date records and inventories and logs for the portable classroom building and renovation programs. • Responsible for other duties as assigned by the Executive Director.
REQUIRED EXPERIENCE:	Must have the ability to effectively lead, organize and direct the work of others. Must have the capacity to understand and work with personnel under his/her supervision, as well as with administrative personnel. Must demonstrate above average oral and written communication skills. Must possess professional understanding of building design, methods and materials of construction and building systems found in school plants. Must possess competent computer skills including word processing, spreadsheets, scheduling, budgeting and accounting applications. Must have the ability to develop and implement long-range planning. Must be able to climb ladders and walk catwalks. Must have a valid driver's license.
OTHER INFORMATION:	<p>(MUST HAVE A COMPLETE APPLICATION PACKAGE FILED BY THE CLOSING DATE)</p> <p>APPLICATION PACKAGE CONSISTS OF:</p> <ul style="list-style-type: none"> • Administrative/Professional Application * (Must list 3 current professional references on application) • Letter of Interest (Must reference specific job) • Resume <p>*Apply on-line at www.fultonschools.org/</p> <p>**We do not accept any application material via email.</p>
APPLY TO:	Employment Application Processing Office
SALARY:	\$71,440.00 - \$82,017.00 - Actual salary placement will be based on Fulton County Board of Education experience and education calculations from the Non-Teaching Salary Schedule - Executive Scale (B), Grade 32.
DAYS:	

FROM - TO -

GROUP / GRADE:

START DATE:

To apply, click [here](#).