

**DEPARTMENT OF EDUCATION
STATE OF HAWAII**

FACILITIES DIRECTOR, EO-10

DUTIES SUMMARY:

Directs the activities of a major organizational unit responsible for providing statewide services in a broad functional area encompassing the planning, development, and implementation of the Department's Capital Improvement Program designs coordination, student transportation, traffic safety, teacher housing, and the custodial and grounds maintenance program; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

This class differs from the subordinate Specialists III in that the Facilities Director directs, through intermediate supervisors, the activities of a major organizational unit of the office responsible for the statewide planning, development, and implementation of the Department's Capital Improvement Program facilities, student transportation, traffic safety, and teacher housing programs under the general administrative and technical direction of the Assistant Superintendent, Office of School Facilities and Support Services; whereas the subordinate Specialists III have program responsibility in the development of specialized program projects, and each supervises a staff of professional and clerical personnel under the general administrative and technical direction of the Facilities Director.

Positions in this class are given wide latitude in planning, scheduling, and coordinating the day-to-day activities of the unit. They carry out ongoing programs through intermediate supervisory personnel with delegated responsibility for specialized program areas. Controls imposed are generally in the form of prescribed objectives with time limitations on special project assignments.

EXAMPLES OF DUTIES:

1. Provides administrative and technical direction over the branch.
2. Confers with high level administrative and technical personnel in the Department and in county, state, and federal agencies to facilitate the accomplishment of program requirements.
3. Reviews and approves the operating budget and expenditure plan for the branch and monitors the expenditure plan.
4. Advises school, district, and state personnel on the capital improvement, structure design and planning, student transportation, teacher housing, and custodial and grounds maintenance programs.
5. Assists or represents the Assistant Superintendent in presenting information to the Superintendent, the Board of Education, the Legislature, the general public, and other public agencies and private organizations.
6. Serves on special task forces or other committees as requested by the Assistant Superintendent.
7. Conducts special studies, makes recommendations, and prepares and submits reports to the Assistant Superintendent as required.
8. Participates in the collective bargaining process by reviewing and approving prepared data and

reports and acting as the consultant on the capital improvement and custodial and grounds maintenance programs.

MINIMUM QUALIFICATION REQUIREMENTS (MQRs):

Education: Graduation from an accredited college or university with a bachelor's degree in architecture or civil engineering with coursework in communication and management.

Experience: Nine (9) years of progressively responsible job-related professional experience in facilities planning, capital improvement planning and auxiliary services, of which five (5) years shall have been in an education program, agency or system including two (2) years of supervision of professional personnel.

Combined Education and Experience: An equivalent combination of education and experience may be acceptable, as determined by the Department. Substitutions can be considered for the requirement of experience in an education program, agency or system.

Knowledge of: Elements of physical design; basic architectural design; materials and methods of construction; expository writing; organizational communication; management and organizational behavior; operations research in business; laws, rules, regulations and administrative procedures pertinent to the areas of capital improvement program and auxiliary services; principles and practices of supervision and management.

Ability to: Manage capital improvements programs and auxiliary services functions and activities; deal effectively with federal, state, county and departmental officials and others to accomplish program goals and objectives; communicate effectively with others both orally and in writing.