

Director IV – Capital Program Office

Position Details

Job Code: U7103

Reference Code: A386

Division: Facilities Services Unit

Classification: Professional-Technical

Terms of Employment: [Step 45 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to provide end-to-end turnkey delivery of new construction, replacement, and modernization projects for the Clark County School District. Specific responsibilities include annual facility assessment, management of the asset database, and determination of the districtwide-prioritized list of building Capital needs. The Capital Program Office is also responsible for planning and design of new facilities and modernization projects, and construction of said facilities and improvements through the point of project closeout. This position provides the key professional and technical peer interface with the professional design and construction community at large and is directly responsible to the Chief of Facilities, Facilities Services Unit (FSU).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Directs planning for new schools and phased replacements, rehabilitation/modernization of existing schools, and support facilities.
2. Directs planning for rehabilitation/modernization and tenant improvements of support facilities.

3. Develops educational specifications and standards for school construction.
4. Develops and maintains an integrated Facilities Master Plan for new schools, additions, and rehabilitation/modernizations, in a cost-budgeted and time-sequenced format.
5. Prepares materials for bond fund referendums to voters.
6. Identifies and implements technologies to reduce energy consumption and promote renewable energy sources.
7. Maintains reference standards of best practices in facility design to enhance educational achievement.
8. Maintains a capital fund, project information center for computer and telephonic access.
9. Provides architectural, engineering, and drafting services for in-house project development, portable relocations, and facility assessments.
10. Makes presentations to state, city, county governing councils, and Clark County School District Board of Trustees.
11. Attends and makes presentations to District bond and state oversight committees.
12. Attends and participates in professional conferences, seminars, and meetings.
13. Accommodates communications media with interviews and information.
14. Conducts architect and engineer selection panels for master listing.
15. Recommends architects and engineers for specific projects.
16. Monitors negotiation of architect and engineer fees for new construction and modernization contract projects.
17. Monitors review of new construction and modernization contract designs and cost estimates for constructability and conformance to budget.
18. Complies with state and local statutes, codes, regulations, and standards for design, procurement, and construction and modernization contracts.
19. Monitors evaluation of bids and proposals for responsiveness and compliance with applicable statutes, ordinances, standards, policies, and procedures. Reviews evaluation and responses to bid protests.
20. Administers design, construction, modernization, and consulting contracts to ensure compliance with programmed budgets, schedules, and contract documents, plans, specifications, codes, and regulations.
21. Administers quality control of materials and workmanship in construction and modernization contracts.
22. Reviews change orders and deviations from contract documents, plans, and specifications.
23. Reviews and coordinates contract completion, ancillary services, and move-in of completed construction and modernization projects.

24. Manages construction dispute-resolution programs. Negotiates and settles claims and litigations.
 25. Develops and coordinates production and management of program and project status reports for internal and public use.
 26. Facilitates meetings between regions and schools on facilities issues.
 27. Conducts post construction meetings with Academic Unit and school staffs to evaluate school designs.
 28. Attends unit meetings.
 29. Maintains and/or prepares design manual, schematics, engineer reports, facility assessments, programming documentation, and many other technical records pertaining to construction planning, programming design, and engineering.
 30. Maintains and/or prepares all financial documents/instruments committing bond funds for facility design and consultation.
 31. Provides facility-planning expertise including knowledge of architecture and thorough understanding of engineering disciplines, maintenance, and operations.
 32. Provides expert knowledge of facility master planning to include facility assessment, cost analysis, prioritization, budgeting, and scheduling.
 33. Provides thorough knowledge of drafting requirements and maintaining critical facility plans.
 34. Provides leadership in planning and programming, act as facilitator, speaker, writer, and presenter.
 35. Works harmoniously and cooperatively with peers, subordinates, superiors, community advocates, and governmental agencies.
 36. Manages an office of highly trained technical employees engaged in major construction program development.
 37. Supervises and evaluates the performance of assigned staff.
 38. Performs other duties related to the position, as assigned.
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Position Expectations

None Specified.

Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in architecture or construction management or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

None Specified.

Experience

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Minimum of five (5) years successful experience in construction management that includes PC-based project management and scheduling technology.
3. Registered architect in the state of Nevada or gain reciprocity within one (1) year or five (5) years' experience in the supervision of architects in major program development.
4. Minimum of five (5) years successful experience in major construction program development, project management, facilities analyses and surveys, and construction management.
5. Performance in the supervision of an architectural division engaged in major program development.

Preferred Qualifications

1. An earned master's degree from an accredited college or university in building technology with emphasis in construction management, engineering, or architecture.
2. Experience with educational specifications and standards, major construction program development, budgeting procedures, project prioritization, cost control, and analysis and scheduling of facilities renovation activities.
3. Knowledge of K-12 educational programs and design.
4. Experience in working with parents, school and administrative personnel, representatives of community advocates, and governmental agencies.
5. Knowledge of construction management-computer programs.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive

innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 04/12/22
- Created: 12/12/08