



## Assistant Director of Facilities and Construction

### Job Overview

This position assists the Director of Facilities and Construction in managing the design and construction of over \$500M of new school construction and school additions/renovations. Growth in Williamson County is predicted to double WCS's student enrollment over the next 10-15 years. The pace of planning, land acquisition, design and construction has picked up to the point where an experienced Architect/Engineer is required to help manage the program.

This job reports to the Director of Facilities and Construction.

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### Job Functions

- Oversee all phases of project design (programming, schematic design, design development, construction documents, bidding and negotiation, and construction administration).
- Prepare contracts for A/E services and Contractor Services.
- Collaborate with Architects and Engineers that the District engages to make sure that District scope-of-work and interest are addressed.
- Oversee project schedules and budgets.
- Monitor all phases of construction.
- Act as an expert to ensure a quality design and documentation process is followed by District-hired consultants.
- Take project lead responsibility over a group of architects and engineers.
- Interface with District staff and design professionals at a professional level.
- Make independent informed decisions on architectural and engineering problems and methods.
- Apply skills to minimize risks and seek means to improve efficiencies and reduce costs.
- Supervise the preparation of and checks construction documents created by consultants to verify the documents meet the needs of the District.
- Complete field inspections to verify that the contractor and design professionals are completing the work per the contract documents and in the best interest of the District.
- Serve as the head of the Facilities and Construction Department as it relates to all functions in the absence of the Director of Facilities and Construction.

*Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.*

### Travel

This job includes daily travel to District facilities and construction sites. Some travel outside the county is required but very infrequent.

### Working Environment

Work takes place in office settings as well as outside and inside construction sites. Hazards on the job include the typical office setting hazards, but also includes exposure to varied construction operations on a daily basis. This includes exposure to heavy equipment and machinery, chemicals, dust, pesticides, weather, temperature, high noise levels, overhead hazards, walking roofs and other multi-storied structures in various stages of completion, walking through undeveloped land, and driving county vehicles on interstates and back roads.

Generally, the job requires 20% sitting, 40% walking and 40% standing

Physical Requirements: lifting, bending, climbing, crawling, are all required. Lifting objects over 30-pounds is required. Vision correctable to 20/20 is required.

### Qualifications

**Minimum experience:** 10 years of experience in facilities design, construction and project management.

**Minimum education:** Degree in Architecture or Engineering from an accredited university.



# Williamson County Schools

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The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Licensed architect or engineer in the State of Tennessee.
- Demonstrate a high degree of competence, capability, and architectural/engineering experience.
- Experience with multiple delivery methods for buildings such as: Design Bid Build, CM @ Risk, Design Build.
- Ability to read, prepare and understand Gantt Schedules, and experience with various project management software systems. Must be proficient in MS Office Excel and other project management systems.
- Ability to oversee multiple projects at a time.

**Required Testing:**

None Specified

**Required Certificates and/or Licenses:**

None Specified

**FLSA Status:**

Exempt

**Continuing Education/Training:**

Consistent with licensure

**Clearances:**

Criminal Justice Fingerprint/Background  
Clearance

**Employee Type:**

Classified

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