

FACILITY DESIGN SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a BOCES district and involves responsibility to advise member district school superintendents on construction and inspection of building projects in their districts of varying complexity for maintenance and renovation of district real property by analysis of capital project construction data, researching construction options, critiquing reports and specifications of consultants and monitoring projects. An employee in this class reviews design plans, capital projects specifications and coordinates activities of architects and contractors to ensure adherence to specifications and standards. The work is performed under the supervision of the Deputy Superintendent for Administration and the Superintendents of Schools of serviced districts, with leeway allowed for exercise of independent judgment in carrying out technical aspects of the work. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Reviews plans, construction drawings and specifications for capital construction projects including cost estimates for alteration, repair and renovation of school district real property and advises the district superintendent;

Monitors the operation of building contractors engaged in new construction, repair or renovation projects to ensure adherence to building codes, design standards and specifications and advises the superintendent of schools accordingly;

Serves as a technical resource to building principals, central office staff and as needed to the public in matters relating to plan design and engineering of new or revised construction of physical plant facilities;

Reviews architects working drawings and specifications for adherence to preliminary plans and for completeness, accuracy and conflict in structural and interior elements including building, mechanical, electrical and sanitary details;

Analyzes the status of existing space in the district;

Identifies the educational facility program specifications possible with a hypothetical merger of two school districts;

Defines the educational facility program specifications options related to a district's strategic plan to address the NYS New Compact for Learning;

Recommends certifying payments to contractors for work completed in accordance with project specification;

May represent the Superintendent and/or Board of Education relative to new construction or repair and maintenance of the physical plant;

Prepares periodic and final estimates and reports for ongoing projects;

Reviews building rehabilitation and improvement requests from the Supervisor of Buildings and Maintenance and advises the Superintendent of Schools on appropriateness and priority of projects;

Advises the district if it is deficient in meeting existing codes of structural adequacy for program;

Recommends construction contract change orders to the Superintendent of Schools;

Prepares reports on construction progress and problems encountered for the Superintendent of Schools;

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TYPICAL WORK ACTIVITIES: Continued

- Prepares a variety of records and reports related to the work;
- Provides financial estimates and analysis of current and state aid guidelines for facility projects;
- Provides an evaluation of existing long-range facility plans and reviews, analyzes and prepares a Long-Range Facility Plan as required by CR 155.1;
- Prepares facility education program specifications for the architect selected by the district;
- Reviews drafts of specifications for quality and economy;
- Reviews blueprints for potential design problems;
- Reviews contract documents prior to signature and submission;
- Acts as an agent of the superintendent in working with an architect or engineer in a facility design state;
- Evaluates possible change orders prior to approval;
- Reviews and critiques consultant suggestions and proposals to meet school district needs;
- Reviews and assists in preparing required documents necessary for State approval;
- Reviews drawings in light of the district's education program specifications and capital project state aid guidelines;
- Assists the district in the defense or preparation of claims related to construction projects;
- Researches facility solution options for superintendents deals with facility decisions that need to be made;
- Assists districts in the selection of Clerks of the Works and helps to evaluate their performance throughout the building contract;
- Prepares a thorough review of final specifications before a project is considered for approval and goes to bid;
- Tracks the related facility project paperwork done by others to assure timeliness and accuracy;
- Prepares feasibility studies and cost estimates.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of principles and practices of general contracting methods and sources of information related to building construction and maintenance; thorough knowledge of general building construction techniques; thorough knowledge of the uses, qualities and costs of locally available construction and remodeling materials; ability to review architectural and engineering plans and specifications for building construction, remodeling and repair; good knowledge of engineering aspects of air conditioning, heating and ventilating systems installation; working knowledge of local housing and building codes; ability to explain engineering details of construction and rehabilitation procedures and contract provisions to lay persons; ability to inspect building construction rehabilitation and repair work, evaluate quality and contract compliance; ability to read and interpret architectural plans, construction drawings, blue prints and specifications; ability to work with contractors and architects in building renovation and construction; ability to prepare feasibility studies and cost estimates for construction, renovation and repair of buildings; ability to prepare records and reports.

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MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a New York State Professional Engineer's License **AND** one (1) year of experience involving the design, planning, cost estimating and the construction of real property facilities or building projects; **OR**
- (B) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in engineering, facility design or facility construction or a closely related field **AND** four (4) years of experience as outlined in (A) above; **OR**
- (C) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in construction or engineering technology or a closely related field **AND** six (6) years of experience as outlined in (A) above; **OR**
- (D) Graduation from high school or possession of a high school equivalency diploma **AND** eight (8) years of experience as outlined in (A) above; **OR**
- (E) An equivalent combination of experience and training as outlined in (A) through (D) above.