



Job Title	Director, Facilities Planning I, II	Job Code	FS0426, FS0436
Pay Plan	A&P	Pay Grade	22, 23
Union	Non-Union	FLSA Status	Exempt
Job Family	Facilities	Union Code	000
		Subfamily	Facilities Administration

Job Family & Subfamily Summary

Facilities Professionals plan, design, manage and/or perform activities related to the maintenance, construction and/or installation of facilities, infrastructure and grounds.

Facilities Administration Professionals provide leadership to various units within the Facilities area.

Job Summary

Provides direction and oversight and is responsible for managing the department's budget, staff, project workload, and quality of service to campus clients. Coordinates and oversees major and minor project planning, design and construction.

Representative Duties

1.
 - Ensures that the planning, design, and construction for major and minor projects are completed expeditiously, meet their programmatic requirements, are designed for the long-term needs of the university, meet UCF standards, and are completed within available project budgets
 - Supervises the current day to day duties of Project Managers
 - Coordinates university standards with executive management personnel
 - Reviews contract documents for accuracy, completeness of data, and compliance with existing codes, standards, and requirements
 - Analyzes and directs action on behalf of the university relating to design and construction process
 - Assures accurate and timely constructability reviews to minimize change orders
 - Conducts field inspections of work in progress to protect the university's investment in facility assets
2.
 - Review and approve financial documents (invoices, payment applications, etc.) within allowed signature threshold amounts
 - Review and provide recommendation for approval/rejection of change orders
 - Review plans and specifications for accuracy, completeness, and compliance
 - Directs the solicitation and selection of architects, engineers, consultants, and contractors for the design and construction of University facilities

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
8+ years of relevant work experience 3+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

Level Addendum

Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.

Level I

- Work is closely supervised
- Problems faced are not typically difficult or complex
- Explains facts, policies and practices related to job area

Level II

- Works independently with general supervision
- Problems faced are difficult but typically not complex
- May influence others within the job area through explanation of facts, policies and practices

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.