

POSITION ANNOUNCEMENT



Interagency Commission on School Construction
LARRY HOGAN, GOVERNOR
KAREN SALMON, Ph.D. CHAIRPERSON
ROBERT A. GORRELL, EXECUTIVE DIRECTOR



Karen B. Salmon, Ph.D.
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

INTERAGENCY COMMISSION ON SCHOOL CONSTRUCTION

March 8, 2019

POSITION TITLE: Program Manager III – Lead School Facilities Assessor

POSITION NUMBER: 067492 (JobAps # 19-005478-0004)

SALARY: State Salary Grade 21
Annual Salary Range: \$61,754 - \$90,193

LOCATION: 200 West Baltimore Street
Baltimore, MD 21201

NATURE OF WORK: The Lead Facilities Assessor will support IAC's Facilities Maintenance Group Manager in the effort to facilitate best practices & fiscal sustainability in the maintenance of school facilities statewide. The focus of the position is twofold – on the assessment of maintenance, facility condition & educational sufficiency of school facilities to determine any variation from standards; & to advise school districts on ways to improve facilities function & affordability. The Lead Facilities Assessor will develop, promote & implement best practices among Local Education Agencies (LEAs) statewide.

DUTIES AND RESPONSIBILITIES: Supports & helps manage the statewide assessment of facility conditions & educational sufficiency with support & quality control; conducts physical, targeted site assessments & provides quality-control screening during statewide school facility assessment by a 3rd party contractor; maintains Best Practices & Technical Assistance by reviewing & commenting on Comprehensive Maintenance Plans (CMP) & Preventive Maintenance (PM) Schedules; completes maintenance assessments; provides guidance, oversight & assistance to other State Assessors inspecting public schools to determine the level of upkeep & maintenance being provided by Local Boards of Education; immediately reports any deficiencies that constitute code violations or emergency conditions; & completes other duties as directed.

MINIMUM QUALIFICATIONS: **EDUCATION:** A Bachelor's Degree from an accredited college or university in Construction Management or related field (e.g., Architecture, Electrical, Mechanical, or Industrial Design & Engineering) is required.

EXPERIENCE: Five years of experience as a Facilities Manager, Construction Project Manager, Engineer, or comparable qualified professional work in design, construction, operations, repair, and maintenance of buildings or system services. Prior supervisory experience is required; proficient use of Computerized Maintenance Management Software (CMMS) or Enterprise Asset Management (EAM software) strongly preferred.

NOTES:

1. Two years of additional experience as defined above may be substituted for the Bachelor's.
2. Additional experience in professional engineering or a related technical field may be substituted on a year-for-year basis for the required education.
3. Additional graduate level education at an accredited college or university may be substituted for the required general experience at the rate of 30 semester credit hours for one year of the required general experience.
4. U.S. Armed Forces military service experience as defined under the Preferred Qualifications may be substituted for the required education and experience on a year-for-year basis.

**ESSENTIAL
REQUIREMENTS:**

Experience in building systems, Local, State & National codes; proficiency in drawing review & construction technology/management; Emergency Management; and with leading teams; various contract mechanisms; life-cycle maintenance of installations; facilities, design & construction; safety plans & programs to comply with law, regulation & policy; software skills in Project Management, Microsoft Office Suite; & presentation/graphics; possess basic budget / financial planning; ability to analyze complex issues & recommend solutions; to communicate clearly & effectively; manage timelines / deadlines; & maintain collaborative working relationships.

**PROCEDURE FOR
APPLICATION:**

To apply for this position online go to [MSDE Jobs on JobAps](http://MSDEJobs.onJobAps) (or complete an MSDE Application on marylandpublicschools.org). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS#. And indicate the application is for: **Program Manager III – Lead Facilities Assessor, #067492 (JobAps # 19-005478-0004)**; Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950; this fax number is for Department of Education recruitment actions only.

For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

Appropriate accommodations for individuals with disabilities are available upon request

**CONDITIONS OF
EMPLOYMENT:**

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and *travel throughout the State are required*. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

For immediate consideration, applications should be received by **March 22, 2019 - Open Until Filled.**