

# POSITION ANNOUNCEMENT



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



Karen B. Salmon, Ed.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

December 16, 2018

**POSITION TITLE:** Program Manager IV – Facilities Maintenance Group Manager

**POSITION NUMBER:** 088615 (JobAps # 18-005479-0025)

**SALARY:** State Salary Grade 22  
Annual Salary Range: \$65,901 - \$105,818

**LOCATION:** 200 West Baltimore Street  
Baltimore, MD 21201

**NATURE OF WORK:** This is a professional management position responsible for leading the Interagency Commission on School Construction (IAC) maintenance team in assessing maintenance, facility condition & educational sufficiency of school facilities to determine variation from standards and best practices. The manager advises school districts on the improvement of maintenance functions and affordability; and provides quality control checks of third-party contractors who perform maintenance assessments and work on special projects.

**DUTIES AND RESPONSIBILITIES:** Manages 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 third-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 and maintenance being provided by Local Boards of Education; immediately reports any deficiencies that constitute code violations or emergency conditions; and completes other duties as directed.

**MINIMUM QUALIFICATIONS:** **EDUCATION:** A Master's Degree or 36 post baccalaureate credit hours of coursework from an accredited college or university; Degree in Construction Management or related field (e.g., Architecture, Electrical, Mechanical, or Industrial Design & Engineering) is required.

**EXPERIENCE:** Five year(s) of experience in facilities management or construction management; prior supervisory experience is required.

**NOTES:**

1. Two years of additional experience as defined above may be substituted for the Master's Degree.

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

**PROCEDURE FOR APPLICATION:**

To apply for this position online go to [MSDE Jobs on JobAps](#) (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 IV, Facilities Maintenance Group Manager #088615 (JobAps # 18-005479-0025)**; 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 [www.marylandpublicschools.org/about/Pages/OHR/Employment.aspx](http://www.marylandpublicschools.org/about/Pages/OHR/Employment.aspx)

*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 **January 11, 2019** - Open Until Filled.