



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

KDE CAPITAL CONST PROPERTY MANAGER

Job Number: 21005379

Job Code: 70750V260116

Job Group: 7000 - ENGINEERING AND GEOLOGICAL

Job Established: 01/16/2026

Job Revised:

Grade: 17 Salary (MIN - MID):

\$30,082-\$45,123 - Hourly

\$4,888.34-\$7,332.50 - 37.5 Hr. Monthly Salary

\$5,214.22-\$7,821.32 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides overall management and direct supervision to staff administering regulations and processes related to capital construction projects, district facility planning, real property transactions; and the state-wide inventory of school buildings regarding age, physical condition and educational suitability to Kentucky's K-12 public school districts.; and perform other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements.

EXPERIENCE, TRAINING, OR SKILLS:

Must have two years of experience as a licensed professional architect, licensed professional engineer, licensed professional landscape architect or certified interior designer.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be licensed as a professional architect by the Kentucky Board of Architects <https://boa.ky.gov/> , OR must be licensed as a professional engineer by the Kentucky Board of Engineers & Land Surveyors. <https://kyboels.ky.gov/>, OR, must be registered as a professional landscape architect by the Kentucky Board of Landscape Architects <https://kbla.ky.gov/Pages/Index.aspx> OR, must

be certified as a Certified Interior Designer by the Kentucky Board of Architects <https://kyboels.ky.gov/> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides overall management and direct supervision to staff in the administration of regulations and processes related to capital construction projects; district facility planning; real property transactions; and the state-wide inventory of school buildings regarding age, physical condition, and educational suitability to Kentucky's K-12 public school districts and their consultants. Provides training to school district personnel and consultants related to applicable statutes, regulations, and processes. Supervises, coordinates, and supports branch staff in the administration of capital construction process. Reviews project applications, makes recommendations and forwards to director for final approval. Provides oversight of staff reviews of capital construction project documents including floor plans related to the Model Programs of Spaces in the Planning Manual incorporated and the Construction Criteria, site plan reviews related to the Construction Criteria, and project manuals and purchase orders. Approves owner/contractor contracts, owner/construction manager contracts, change orders in excess of \$25,000, and contract and project close-out forms. Supervises, coordinates, and supports branch staff in the administration of district facility plans. Recommends approval or disapproval of district facility plans to the commissioner or designee. Provides reports to Kentucky Department of Education (KDE) management regarding the number and duration of district facilities plans for regular Kentucky Board of Education meetings every two months. Participates in the development of the Need/Unmet Need Report to the School Facilities Construction Commission prior to legislative budget sessions. Supervises and supports branch staff in the administration of the site acquisition process. Supervises branch staff in the administration of disposal of surplus real property provided which includes sale, easements, and leases (district as lessor) for assigned districts. Provides reports to KDE management regarding the number and duration of real property transactions for regular Kentucky Board of Education meetings every two months. Supervises and supports branch staff in the administration of the standardized process for evaluating the overall quality and condition of all K-12 public school buildings across the state for assigned districts. Participates in the preparation of the Ranked Report provided to the legislature prior to budget sessions. Recommends system enhancements. Participates in the process to revise regulations in response to changes to statutes, legislative initiatives, and Kentucky Board of Education policies. Drafts proposed revisions. Guides and assists in the development and presentation of training programs for local boards of education, district facility directors, district finance officers, consultants, regional educational cooperatives and other affected parties related to the regulations and processes administered by KDE's District Facilities Branch. Supervises or prepares commissioner correspondence, open records requests, bill reviews, responses to citizen inquiries, district and consultant inquiries, staff notes for the Kentucky Board of Education, and participates in KDE management audits. Interfaces with other state agencies related to the construction of Kentucky's public K-12 educational facilities including the School Facilities Construction Commission, the Kentucky Transportation Cabinet, the Department of Housing, Building and Construction, the State Fire Marshal's office, the State Security Marshal's office and the Kentucky Center for School Safety when providing assistance and guidance to school districts, and the Finance and Administration Cabinet (Division of Engineering and Contract Administration - DECA) related to the Kentucky School for the Deaf and the Kentucky School for the Blind.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work typically is in an office setting and at sites proposed for acquisition by districts. Intermittent travel to districts, sites, educational cooperatives and training locations is generally required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.