



JOB OPENING

Senior Director of Facilities Planning

This is a non-Civil Service position.

Pay Range: \$ 90,000 – \$ 120,000 annually

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with City of Knoxville Rules and Regulations.

Please send resume, cover letter, and references by the deadline of Wednesday,

December 31, 2025 to Connie Spicer at cspicer@knoxvilletn.gov.

Applications received after the stated deadline will not be considered.

Job Description

The Senior Director of Facilities Planning is a senior-level leadership position within the City of Knoxville's Operations Team. This role is responsible for managing the planning and execution of a complex portfolio of capital projects. The ideal candidate brings deep technical knowledge of building design and construction, with extensive experience managing architect, contractor, and consultant contracts on public and/or institutional projects.

Working under the direction of the Chief Operating Officer, this position plays a central role in delivering major capital improvement initiatives for City-owned and leased facilities. The role combines strategic program oversight with hands-on project management for select high-priority efforts. The position ensures alignment with citywide goals, sustainability targets, and operational requirements—while maintaining control over scope, schedule, budget, and quality.

This position involves both office and field work. Occasional travel to project sites and public meetings will be required. Some evening or weekend availability may be necessary.

Essential Functions

- Oversees a portfolio of capital building projects, ensuring alignment with departmental goals, resource capacity, and long-term facility planning strategies.
- Oversees the preparation and submission of annual Capital Improvement Budget and Capital Spending Plan requests, priorities, and justifications.
- Oversees pre-project planning, including feasibility assessments, space programming, and requirements gathering.
- Prepares and presents capital program status reports to City leadership and other stakeholders indicating key milestones, decision points, and potential risks.
- Serves as the City liaison to the Public Building Authority (PBA), ASM Global, or any other outside vendor that performs management operations of City facilities.
- Develops and implements strategic facilities management plans in correlation with City of Knoxville objectives.
- Collaborates with stakeholders to establish long-term goals for property maintenance, sustainability initiatives, and operational efficiency.
- Leads cross-functional coordination across internal City departments to ensure integrated project delivery.

- Manages select concurrent projects across City-owned and leased facilities, including new construction, major renovations, and tenant fit-outs.
- Develops and manages the facilities management budget, ensuring optimal allocation of resources and adherence to financial targets.
- Identifies opportunities for cost savings through efficiency improvements, vendor negotiations, and alternative procurement strategies.
- Directs and coordinates the work of a team of external consultants, including architects, engineers, construction managers, and owner's representatives, ensuring clear communication, role clarity, and accountability throughout the project.
- Develops and manages capital project scopes, budgets, schedules, cash flow analyses, and funding strategies; proactively address risks, track milestones, and ensure timely and cost-effective delivery.
- Establishes consistent project management processes, reporting structures, and performance standards and dashboards leveraging a new project management software platform.
- Participates in preparation of RFP/RFQ documents, consultant and contractor selection, and contract negotiation and execution process.
- Leads initiatives to enhance the sustainability and environmental performance of our properties, including energy efficiency upgrades, waste reduction programs, and green building certifications.
- Monitors field projects during construction, as needed. Studies and reviews field work and makes recommendations for improvement and repairs.

Skills Needed for This Position

- Knowledge of office management techniques and practices.
- Knowledge of the principles and practices of governmental budgeting.
- Knowledge of the proper methods and practices used in building construction.
- Knowledge of the laws, codes, rules and regulations pertaining to building construction, alterations, and repairs.
- Knowledge of strategic planning as it relates to Facilities/Capital/Asset Management.
- Ability to express ideas and information clearly, concisely and convincingly.
- Ability to use skill and tact in handling complaints and dealing with problems.
- Ability to coordinate with vendors, contractors, and service providers.
- Ability to establish and maintain effective working relationships with the general public and others.

Minimum Qualifications for This Position

- Bachelor's degree from a CHEA accredited college or university in a related field **AND** at least ten (10) years of experience in project management, capital budgets, building maintenance, energy management, or related fields.
- Ability to obtain an appropriate Driver's License as required by State Law.

Preferred Qualifications

- Master's degree in business administration, public administration, architecture, construction management, or related.
- Professional licensure or relevant certifications or accreditations (PMP, LEED AP, RA).
- Familiarity with Oracle Primavera Cloud, Oracle Unifier, AutoCAD, Revit, Bluebeam, and/or other project delivery platforms.

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

Drug testing may be required.