



SENIOR CONSTRUCTION MANAGER

Classification: Administrative-Director 2

Location: District Office

Reports to: Director Facilities & Planning

FLSA Status: Exempt (Executive)

Employee Group: Executive/Managerial

This job description does not constitute an employment agreement between the district and the employee and is subject to change as the district's needs and job requirements change.

Part I: Position Summary

Responsible for the planning, management, and supervision of district construction projects for both new or extensive modernizations of schools and education support facilities. Includes a primary responsibility for assuring that projects are responsive to all stakeholders and most importantly, to the district's educational needs and purposes. Responsible for assuring effective project management of construction to meet timelines, achieve economy and efficiency, and provide for safe construction operations.

Part II: Supervision and Controls over the Work

Serves under the supervision of the director of facilities & planning. Responsible for results in terms of effectiveness of planning and supervision for achievement of project goals and objectives. Work is guided by, and must be in compliance with, federal and state law, city and county codes, regulations and procedures, policy direction of the school board, expectations, and direction of the supervisor.

Part III: Major Duties and Responsibilities

Program Administration

1. Manages and oversees capital projects. Monitors and inspects during project implementation to assure compliance and to identify potential problems.
2. Leads the development of bid specifications, review of construction bids, and the assessment of contractors' capabilities.
3. Responsible for administration of the approved budget and approving contractor payments in compliance with the approved budget.
4. Provides leadership in negotiating and administering contracts with engineers, architects, contractors, and consultants. Meets and negotiates with contractors on changes and modifications to maintain progress, design, and financial constraints.
5. Oversees capital project construction and contractor performance, assuring compliance with contract awards and approved construction timelines and costs.

Program Leadership

Assists and supports the Director of Facilities and Planning in the following:

1. **Planning and Programming:** Stays abreast of the development, operations, and innovations in the field of school design, construction, and capital project management and changing national, regional, and local trends that may impact project effectiveness. Participates in discussions on demands and expectations for capital projects being supervised and the impact those demands and expectations will have on project management. Maintains a program of monitoring and inspection that will assure early awareness of problems, issues, and challenges that may impact project accomplishment. Applies project management software to assist in project planning and management.
2. **Contracting and Financial Management:** Leads the development of bid specifications, review of construction bids, assessment of bidder capabilities, and recommendation of bid awards. Monitors the approved budget as the project progresses. Takes the initiative to recognize cost issues in a timely manner and to develop recommendations and strategies to ensure effective management of capital investment. Administers the approved budget and reviews and approves contractor payments in compliance with budget decisions, program objectives and priorities, and district financial management and fund control processes and procedures. Applies financial software systems to approve, track, and achieve and sustain effective project management.
3. **Representation and Negotiations:** Negotiates and administers contracts with engineers, architects, contractors, and consultants. Leads project planning, progress reviews, and implementation in collaboration with contractors and sub-contractors. Continually monitors the progress to identify when changes are needed. Takes action to meet and negotiate with contractors on changes and modifications to maintain progress, design, and financial objectives.
4. **Supervision:** Works collaboratively with individuals, committees, groups, and contracted personnel to ensure the successful execution of the project. Leads the work of the Construction Specialist and Construction Managers. May supervise office and project staff and/or special teams of district staff assisting in facility preparation. Creates communication, collaboration, and coordination processes that assure all staff are timely and effectively informed of department policies, issues, and guidance that their programs are expected to support.
5. **Safety:** Responsible, in collaboration with other district staff and contractor staff, for operational safety and security of project sites. Establishes procedures and controls to assure the safety of staff and students in occupied renovation sites. Serves as a first responder to emergency and after-hour situations involving the project(s).
6. **Responsible for preparing documentation for reporting to the school board and documentation for the communications department and may be required to attend and present at board meetings, various advisory council meetings, and other public meetings.**



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7. Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities or have otherwise demonstrated a commitment to strengthening the engagement of a diverse community and skill in communicating with a diverse population.
2. Bachelor's degree in construction management, architecture, business, or a directly related field that provided the knowledge and skills to conduct project management.
3. Minimum of five years of capital construction project management experience, including a working knowledge of building technology, construction practices, FFE (furniture, fixtures, and equipment), plan reading, and master format specifications. Experience leading and/or supervising staff.
4. Knowledge and skill in the use of technology systems to support project and financial management.
5. Knowledge of applicable building codes, land use, local and state permitting, and public works requirements.
6. Strong analytical, program management, and supervisory skills.
7. Strong oral, written, and interpersonal communication skills.
8. Ability to work both independently and collaboratively.
9. Ability to organize work, set and adjust priorities, and meet deadlines while managing multiple projects.
10. Ability to establish effective working relationships at all levels of the organization.
11. Demonstrated leadership and supervisory ability.
12. Innate desire for continuing education in the ever-changing construction and educational industries.
13. Ability to safely operate district equipment and vehicles.

Part V: Desired Qualifications

Successful construction management experience in a public educational environment.



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Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, bend, lift, carry, move about, hear, and speak. The employee may be required to perform extensive work at a computer display terminal. The employee must have vision capability to work with intricate drawings such as engineering blueprints and schematics.

The employee must occasionally lift and/or move up to 50 pounds, crouch, crawl, bend, kneel, climb ladders and scaffolding, wear protective gear, be exposed to high noise levels, and work outdoors in inclement weather. The employee may sit or stand for longer than 4 hours at a time.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may be required to work extensive hours at a computer terminal. The employee frequently works in temperature—and humidity-controlled environments.

Employees must frequently work outdoors using appropriate safety equipment at construction sites in varying weather and environmental conditions.