



Irvine Unified School District

CONSTRUCTION PROJECT SUPERVISOR

DEFINITION

Under the direction of the Director of Construction, provides technical and administrative support services in connection with school site improvements, modification of facilities, and new construction projects. Position requires the employee to assist in the preparation and review of project plans and specifications; coordinate, plan, and direct the work of others; inspect projects and prepare all documentation required for the successful closeout of all project.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Review, plan, estimate, and schedule work assignments on school site improvements, modification of facilities, and/or new construction projects.
- Prepare and/or assist with construction project bid documents; study and analyze the terms and conditions of contract agreements, plans, specifications, addenda, and interpretations.
- Confer with prospective contractors and solicit formal and informal bids.
- Solicit and review proposals; review payment requests.
- Review plans and specifications as to feasibility of construction; advise building inspectors and maintenance personnel as required.
- Oversee the maintenance of project records, and site files.
- Supervise and schedule building inspectors as required.
- Respond to emergency situations as necessary.
- Prepare reports, maintain records, and ensure compliance with current standards, codes and ordinances.
- Coordinate site visits, pre-bid, pre-construction conferences, and attend job meetings as required.
- Coordinate and maintain communication and cooperative working relationships with site Administrators and other District personnel.
- Provide technical assistance to Maintenance and Operations as required.
- Receive, review, and investigate requests for school site improvements and building modifications.
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Building codes, ordinances, and regulations of state and local authorities.
- Pertinent safety orders of the State of Industrial Safety Division.
- Related codes of regulations as may be required in application to construction and/or modification of school facilities.
- Principles of training and supervision.
- Methods, materials and equipment used in the construction industry.
- Current technology, software applications, office methods and practices, correct English usage, spelling, grammar, and punctuation.

Ability to:

- Read and interpret blueprints, plans and specifications.
- Understand and carry out oral and written instructions.
- Maintain effective working relationships with those contacted in the course of work, including architects, consultants, contractors, and school officials.
- Communicate effectively both verbally and in writing.

- Determine priorities and schedule, supervise, and coordinate the work of multiple building inspectors.

Training and Experience:

- Education equivalent to the completion of 12th grade.
- Equivalent to college or commercial courses in construction, materials testing and drafting; six years in a lead or supervisory position in the building construction/ maintenance industry, or any combination of training and experience that could likely provide the desired knowledge and abilities.
- Two years of experience in construction/maintenance specification writing and/or preparation and supervision.

License/Certification:

- Division of State Architect approval as a Class III inspector will be required within 1 year of hire date.
- Must maintain a valid California Drivers License.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, and hear.

The employee is regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters with performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works outside weather conditions and is occasionally exposed to fumes or airborne particles and risk of electrical shock. The employee occasionally works near moving mechanical parts and is occasionally exposed to toxic or caustic chemicals and vibrations.

The employee occasionally works with explosives and is occasionally exposed to wet and/or humid conditions, extreme cold, extreme heat, and risks radiation.

The noise level in the work environment is usually very loud.

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[Return to top](#)

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