



Irvine Unified School District

SUPERVISOR OF CONSTRUCTION SERVICES

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 coordinate project plans and specifications; coordinate, plan, direct the work of others, supervise the District construction program and prepare all documentation required for the successful close-out of all projects.

EXAMPLE OF DUTIES

- Prepare RFQ/RFP documents for retention of consultants.
- Prepare detailed critical path construction schedules.
- Coordinate BIM modeling for major capital improvement projects.
- Review, plan, estimate, and schedule work assignments on school site improvements, modification of facilities, and/or new construction projects.
- Studies and analyzes the terms and conditions of the contract agreement, plans, specifications, and addenda, or interpretations.
- Confers with prospective contractors.
- Solicit and review proposals; review payment requests.
- Reviews plans and specifications as to feasibility of construction, advises and trains building inspectors and maintenance personnel as required.
- Oversee the maintenance of project records, and site files.
- Supervises, schedules, and evaluates the performance of Building Inspectors.
- Responds to emergency situations as necessary.
- Prepares reports, maintains records, and ensures compliance with current standards, codes, and ordinances.
- Coordinates site visits, pre-bid, pre-construction conferences, attends job meetings as required.
- Coordinates and maintains communication and cooperative working relationships with site Administrators and other District personnel.
- Provides technical assistance to Maintenance and Operations as required.
- Performs other duties as assigned.

QUALIFICATIONS GUIDE

Knowledge of:

- Effective techniques for building design, project and/or construction management.
- Building Codes, ordinances, and regulations of state and local authorities.
- Pertinent safety orders of the State 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.
- Modern office methods, practices and correct English usage, spelling, grammar, and punctuation.

Ability to:

- Prepare and review construction budget reports.
- Monitor performance of consulting engineers, architects, inspectors and construction management personnel.
- 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 in written form.
- Determine priorities and schedule, supervise, and coordinate the work of multiple Building Inspectors.

Training and experience

- Education equivalent to completion of the 12th grade.
- Equivalent to college or commercial courses in construction, materials testing and drafting; six years as a School Building Inspector, or any combination of training and experience that could likely provide the desired knowledge and abilities.
- A degree in a related field or a valid California State License as a general contractor, architect, civil/structural engineer is desired and may be substituted for the school building inspector experience.
- Six years of journeyman level experience of all phases of building construction, of which two years have been in a supervisory capacity or as a general contractor.

License/Certification

- 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 while 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 in 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 vibration. The employee occasionally works with explosives and is occasionally exposed to wet and/or humid conditions, extreme cold, extreme heat, and risk of radiation.

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

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This page was last modified 2/14/2013