

SUPERVISOR, FACILITIES / CONSTRUCTION

DEFINITION:

Under the supervision of the Executive Director, of Facilities Planning and Construction, responsible for the development, coordination, management, and implementation of planning and design of new school buildings, and for alterations, additions, and relocations of existing buildings. Position is specific to the facilities projects covered under the District's Bond Measure E Capital Improvement Projects.

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

Project Activities

- Plans, coordinates, and manages the design and construction, as necessary, of assigned school facilities' projects with school staff, architects, engineers, and consultants.
- Provides continuity from design phase into construction phase ensuring project intent is met.
- Participates in the master planning, facility assessment and program development for new facilities' projects.
- Develops, individually or with the assistance of consultants, an accurate and credible initial project scope, budget and schedule and updates/checks the budget with the estimate at key milestone phases of the project.
- Assists and advises the Director, Facilities Planning and Director, Construction Services in developing acquisition strategy for project delivery.
- Plans, coordinates, directs, and oversees various activities performed by project personnel, vendors and contractors.
- Supervises the services of architects, engineers and consultants to ensure work complies with consultant agreements.
- Reviews and advises on the completeness of the project documents prior to state and local agency submission (e.g., CDE, DSA, OCFA, IRWD etc.)
- Reviews and approves specifications, bid documents and contracts prepared by the Project Architect.
- Reviews the work of the project architect or engineer to ensure the design and construction remains within the scope and budget limitation of the project.
- Reviews and monitors schedules utilizing Primavera, SureTrak, or other scheduling programs for projects, and reviews reports on completion, changes or revisions.
- Reviews and makes recommendations on project payments from architects, engineers, and consultants.
- Evaluates and recommends solutions where there are changes related to scope, budget or schedules on the project.
- Meets with regulatory agencies on state and local levels, as necessary.
- Prepares and supervises project schedules, timelines, milestones and periodic status reports; advises and assists designated internal administrators on feasibility of desired project and recommends changes to requests as appropriate.
- Researches and applies district policies, materials, opinions and trends regarding planning matters.

Other Department Activities

- Evaluates facilities needs related to educational programs or unusual school problems, traffic flow, future growth possibilities and master site planning.
- Provides construction oversight, as necessary.

QUALIFICATIONS GUIDE

Knowledge of:

- Applicable sections of the California Education Code and California Administrative Code, Title V.
- Long range facilities planning and requirements.
- Local government operations.
- Planning information sources and research techniques.
- Project management techniques.

- Project budgets.
- Performs related work as required.
- Scheduling and contract management programs.
- Public Contract Code and Division of State Architect process.

Ability to:

- Interpret general laws, rules, and regulations affecting District purchases.
- Research, write and compile a variety of reports, and correspondence.
- Make recommendations concerning relevant areas of responsibility.
- Prepare reports as the Director, Facilities Planning and/or Director, Construction Services may request.
- Demonstrate a thorough understanding of policy and regulations.
- Communicate effectively orally and in writing.
- Produce quality work, requiring minimal revision.
- Use Macintosh and/or Windows based computer platforms such as database, spreadsheet and word processing applications.
- Demonstrate professional demeanor, attitude, and conduct across all areas of responsibility and authority.
- Effectively organize tasks and assignments for timely completion.
- Consistently maintain a satisfactory level of effort and progress relative to duties and responsibility.
- Consistently display a positive cooperative attitude.
- Establish and maintain effective working relationships with others.
- Adhere to statute, administrative policy, practice and procedure.
- Preserve and protect confidentiality and privacy.
- Refer all issues not within stated areas of authority to the appropriate authority in a timely manner.
- Willingly accept additional assignments within areas of responsibility.
- Analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure and/or sort, as well as assemble, copy, record and transcribe data and information. Ability to classify, compute, tabulate and categorize data.
- Communicate orally and in writing with District personnel, engineers, inspectors, attorneys, developers, homeowners, business owners/operators, other agency personnel.
- Travel to various sites within a reasonable timeframe using the employee's personal vehicle and/or district vehicle.

EDUCATION/EXPERIENCE:

Any combination of education, experience, and training that would likely provide the required knowledge may qualify. Preferred minimum qualifications include:

- Any combination equivalent to: graduation from high school supplemented by college or commercial courses in construction, materials testing and drafting and six years in a lead or supervisory position in the building construction/ maintenance industry including two years of experience in construction/maintenance specification writing or preparation and supervision.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C Driver's 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.

- Frequently stand, walk, sit, talk, and hear.
- Regularly use hand 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.
- Manual dexterity and related physical abilities to handle items.
- Frequently use specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Occasionally exert 100 pounds of force, to carry, push, pull, or otherwise move objects with assistance.
- Ascend and descend ladders, stairs, scaffolding, and ramps.

- Extended periods of time walking or standing.
- Manual dexterity and related physical abilities to handle items.
- Extended periods of time sitting.
- Extended periods of time working on keyboard and viewing computer monitor(s).

WORK ENVIRONMENT:

Office/Construction Site environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the office work environment is usually moderate. Noise level on the construction site is usually loud. Hazards include:

- Walks through an active construction zone wearing Personal Protection Equipment which includes a hard hat, safety vest, hard sole shoes, and may require safety glasses and/or ear protection.
- Periods of time working outside under varying weather conditions including wet and humid conditions, extreme cold and extreme heat.
- Work alongside moving mechanical parts, equipment, and machinery.
- Exposure to fumes or airborne particles, and caustic chemicals.
- Risk of electrical shock, and vibration.

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