



IRVINE UNIFIED SCHOOL DISTRICT

SPECIALIST CONSTRUCTION SERVICES

DEFINITION:

Under the supervision of the Director, Construction Services, provide support for project budget development; coordinate administration reporting of labor compliance programs; validate and document compliance with State Allocation Board regulations; coordinate collecting and monitoring of construction related legal filings; maintain and monitor project insurance files; compile and process preliminary and/or stop work notices and other duties as required. This position requires thorough knowledge of Division of State Architect construction project administration, as well as strong communication and problem solving skills.

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

- Reviews/analyzes bid data, prepares reports recommending selection and awarding of bids; prepares, monitors, analyzes construction documents that include, but are not limited to, data bases, correspondence, change orders, progress payments, Division of State Architect (DSA) closeout, Disabled Veterans Business Enterprise (DVBE).
- Analyzes project schedule/claims resolution documentation
- Insures compliance with prevailing wage requirements and Department of Industrial Relations mandates.
- Provides/coordinates State School Building program documentation.
- Prepares, and/or assists in the processing of requests for proposals, pre/post qualification, performance evaluation, purchase orders, progress payments.
- Prepares routine reports to the Board of Education, correspondence to contractors, consultants and governing agencies, researches and responds to inquiries from a broad audience regarding various aspects of the Construction Office.
- Collects and distributes information for use as requested by District legal counsel.
- Maintains all project documents, records, reports and progress data.
- Assists facilities planning department as required.
- Assists in routine maintenance and operations activities, and other related duties as required.

QUALIFICATIONS GUIDE

Knowledge of:

- State School Construction Program requirements.
- Division of State Architect project tracking/close-out.
- Principles and practices of construction industry and related governing agencies.
- Current technology, software applications, office methods and practices including filing systems, letter and report writing as well as telephone techniques.
- Correct English usage, spelling, grammar and punctuation.
- Principles of organization, coordination and training.

Ability to:

- Perform a variety of secretarial work involving use of independent judgment, accuracy, speed and confidentiality.
- Maintain and submit accurate and complete records and reports.
- Interpret specific rules, laws, and policies, and apply them with good judgment in a variety of situations.
- Understand and administer contracts.
- Establish and maintain cooperative working relationships with fellow employees and the general public, mainlining confidentiality of specific information.
- Perform a variety of clerical work involving use of independent judgment and accuracy and speed.

- Assist in preparing project scheduling data.
- Operate a computer, calculator, telephone, printer, and copy machine.

EDUCATION/EXPERIENCE:

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

- Equivalent to completion of the 12th grade.
- Course work in construction management or Facilities/Maintenance management is desirable.
- Five (5) years administrative assistant/secretary or project management experience in the construction industry or any combination of training and experience which provides the applicant with the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C Driver's License
- Capable of traveling to various sites within a reasonable timeframe using the employee's personal vehicle.

PHYSICAL DEMANDS:

The physical demands described herein 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 will be required to:

- 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.
- Lifting, carrying, pushing or pulling objects up to 25 pounds.
- Extended periods of time walking or standing.
- Manual dexterity and related physical abilities to handle items.

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.