

SUPERVISOR-CONSTRUCTION PROJECTS

DEFINITION:

Under the direction of the Director, Construction Services, 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 specification; coordinate, plan, and direct the work of others; inspect projects and prepare all documentation required for the successful closeout of all projects.

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

- Reviews, plans, estimates and schedules work assignments on school site improvements, modification of facilities and new construction projects.
- Prepares and assists with construction project bid documents; studies and analyzes the terms and conditions of contract agreements. Confers with prospective contractors and solicits formal and informal bids.
- Solicits and reviews proposals; reviews payment requests.
- Oversees the maintenance of project records and site files.
- Supervises and schedules building inspectors as required.
- 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 and attends job meetings as required.
- Coordinates and maintains communication and cooperative working relationships with site Administrators and other District personnel.
- Provides technical assistance to departments of Maintenance and Operations as required.
- Receives and investigates requests for school site improvements and building modifications.
- Perform other duties as assigned.
- Meet with regulatory agencies on state and local levels as needed.

QUALIFICATIONS GUIDE

Knowledge of:

- Building codes, ordinances and regulations of State and local authorities.
- Pertinent safety orders of the State of California's Industrial Safety Division.
- Related codes of regulations as may be required in application to construction and 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 development and implementation of construction projects, 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.
- Communicate effectively orally and in writing.
- Produce quality work, requiring minimal revision.
- Use various computer platforms to utilize 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.

EDUCATION/EXPERIENCE:

- 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.
- Valid Division of the State Architect (DSA) approval as a Class III inspector required within one year of hire date.

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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Walking or standing for extended periods of time.
- Seeing to read a variety of materials.
- The employee must occasionally lift and/or move up to 100 pounds.
- Hearing and speaking to exchange information.
- Standing or walking for extended periods of time.
- Climbing ladders as needed.
- Reaching overhead and above shoulders.
- Bending at the waist, kneeling or crouching.

WORK ENVIRONMENT:

Indoor/outdoor environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually very loud. 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.

- Working at heights.
- 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.