

SUPERVISOR-CONSTRUCTION SERVICES

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; coordinates project plans and specifications; coordinates, plans, directs the work of others; supervises the District construction program and prepares documentation required for the successful close-out of all projects-

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

- Prepares RFQ/RFP documents for retention of consultants.
- Prepares detailed critical path construction schedules.
- Coordinates BIM modeling for major capital improvement projects.
- Reviews, plans, estimates, and schedules work assignments on school site improvements, modification of facilities, and new construction projects.
- Studies and analyzes the terms and conditions of the contract agreement, plans, specifications, and addenda, or interpretations.
- Assists in evaluating the clean, sanitary, and safe conditions at each site.
- Confers with prospective contractors.
- Solicits and reviews proposals; review payment requests.
- Reviews plans and specifications as to feasibility of construction, advises and trains building inspectors and maintenance personnel as required.
- Oversees 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.
- Drives a vehicle to conduct work.
- Performs other duties as assigned.

QUALIFICATIONS GUIDE

Knowledge of:

- Effective techniques for building design, project and 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.
- 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 and five years public works construction experience.

LICENSES AND OTHER REQUIREMENTS:

- Valid General Contractor's Class B License as assigned by the position.
- 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.

- Dexterity of hands and fingers to operate a computer key board.
- Walking or standing for extended periods of time.
- Seeing to perform duties.
- Occasionally lift and/or move up to 100 pounds.
- Bending at the waist, kneeling or crouching.
- Hearing and speaking to exchange information.
- Standing or walking for extended periods of time.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders as needed.

WORK ENVIRONMENT:

Indoor and 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 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.
- 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 and airborne particles, and caustic chemicals.
- Risk of electrical shock and vibration.