

Union Public Schools Job Description

Position Title: Director of Construction
Department: Support Services - Construction
Reports To: Assistant Superintendent for Support Services

SUMMARY: Serves as the district representative and provides the overall management of the design, bidding, scheduling, billing, and quality control of capital improvement projects. Designs and manages small district projects, coordinates with general contractors or construction management on the district's largest projects. Performs hands-on management of project planning, design, and construction in a fast-paced environment. Prioritizes multiple tasks and demands, and supervises a highly skilled team of Construction Managers, Design Professionals and consultants. Serves as the primary stakeholder for each assigned project and as a single point of contact for coordinating design and construction responsibilities with third party consultants, contractors, vendors, governmental agencies, and will act as liaison between all parties listed and other District administration and stakeholders.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Serve as the district representative during construction and major projects.
- Assists other district personnel in planning, directing and coordinating district projects.
- Completes special projects as assigned, which may include acting as a member on district committees or meeting informally or formally with the Board of Education.
- Manages and coordinates all project schedules, billing, pay applications, submittals, end of year reports, and project coordination during the planning, pre-design, design and approval process.
- Coordinates and manages contractors, materials, equipment, budgets, schedules and contracts.
- Review Construction Managers detailed construction budget and schedule.
- Participate in all Owner / Architect / Contractor project meetings.
- Manages various sizes and volumes of projects from pre-construction planning through build out, space occupancy phases, including project closeout with financial reconciliation.
- Work with the design team to achieve timely completion of coordinated documents meeting the respective design milestone parameters for each stage of design.
- Review Construction Documents for completeness, compliance with design milestone requirements, and constructability assumptions
- Evaluate Construction Manager, Subcontractor, and third party construction cost estimates.
- Responsible for insuring safety of employees, contractors, students, and the public during projects.
- Prepares and submits various reports, pay applications, contractor information, and other written documentation.
- Assists in identifying, planning and developing methods and procedures to obtain greater efficiency. Serves as a clearinghouse of information on trends, research, application and effective practices related to school design and function.
- Organizes, conducts and records regularly scheduled meetings, involving all appropriate members to discuss plans, scheduling, clarifications and other related issues.
- Serves as district's representative during the construction process from the conceptual developmental stage through final construction on a timely and economical basis.
- Confers with school personnel, department heads and technical personnel to determine the quality and utility requirement of their product and service needs.

- Coordinates with district staff the identification and scheduling of all owner provided items including equipment, furnishings, signage and graphics, audio visual, hardware and others as identified.
- Schedule and coordinate all third party inspections required for the project.
- Monitor and, where necessary, assist in the coordination of onsite activity, including, but not limited to, demolition, utilities installation, general site work, temporary installations and power, vertical construction, exterior and interior renovations and finish work, MEP work, OFCI installation, FF&E installation, and punch list corrections.
- Review Construction Manager Change Order requests for both entitlement and pricing. Assist in negotiations of final Change Order amounts.
- Maintains a current understanding and knowledge of state and federal laws regarding construction, bidding, budgeting, expenditures, employment, etc.
- Travels to district project sites as required for familiarity with the project scope and progress.
- Manages the turnover of the facility to the district and site operator.
- Summarizes all progress of construction, schedules and costs in a periodic summary report.
- Evaluates the contractor's punch list and amends as necessary.
- Investigates district concerns and attempts to resolve them through recommendations or mediation; will keep the Assistant Superintendent informed of project related issues.
- Reviews, assesses and reports the performance of the consultants, construction management, general contractors and other team members.
- Develops and maintains written procedures and controls to ensure compliance with board policies, state laws and regulations.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises the equivalent of one or more full-time employees and carries out supervisory responsibilities in accordance with the district's policies. The Director must have executive leadership ability to effectively work with various stakeholders and interested parties.

QUALIFICATIONS REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: A Bachelor's degree in architecture, engineering, construction management, or a related field and at least seven years of experience in related field. Experience in the planning, design, and construction of large capital construction may be considered equivalent to educational requirements. Non-degreed with a minimum of 15 years of related experience may be considered. Experience and the ability to lead a large-scale ground-up development and constructions projects from inception through construction and final move in.

CERTIFICATES, LICENSES, REGISTRATIONS: None

LANGUAGE SKILLS: Ability to read, analyze, and interpret periodicals, professional journals, technical and construction documents, and governmental regulations. Ability to write reports, correspondence and manuals. Ability to speak effectively before administration, staff, parents and students. Ability to communicate orally and in writing.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, volume and to analyze and interpret statistical data. Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry. An understanding of basic

accounting principles related to budgeting, calculations, debit / credits, assets / liabilities, equity and expenses.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to define problems, collect data, establish facts and draw valid conclusions.

OTHER SKILLS AND ABILITIES: Ability to operate a personal computer. Ability to read a variety of documents such as maps, construction documents, contracts, reports, etc. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with administrators, teachers, professional service providers, contractors, and community members. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those 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 work environment is usually quiet to moderate, but can be loud at construction sites. The work will be varied and be both indoors and outdoors throughout the year so times of inclement weather will occur.