

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

05/19 Effective Date	<b>OPERATIONS MANAGER, CAPITAL CONSTRUCTION PROGRAM</b>  Job Title	3.7.7  Index
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### **PRIMARY FUNCTION**

Represents the District's interests by providing operational oversight of the bond program under the direction of the Director of Maintenance & Construction services. Operational oversight involves the coordination and communication between multiple staff, design teams and sites with high construction volumes, challenging schedules and unique situations. Operations management knowledge, expertise and experience are essential. Responsible for designing, refining and implementing operational practices, procedures and policies in support of the successful delivery of the bond program. Direct engagement of all program staff including technical experts, project and support staff. Support teams through project completion. Extensive experience in reviewing delivery schedules and work plans to ensure completion. Collaboratively works and communicates with program staff, district staff and district departments to effectively and efficiently manage the operational aspects of the bond program.

### **RESPONSIBILITIES**

Coordinates with contracting and procurement services to ensure operational and delivery needs are identified and met.

Oversees the work of architects, engineers and project managers; reviews and approves products and drawings for compliance with specifications, codes and statutory requirements.

Utilizes program/project management strategies and software to assess program/project progress and areas of risk. Develop reports regarding overall program status.

Coordinates operational tasks and develops reports in support of capital construction activities such as inspections, architect, engineer and contractor meetings, permitting activities, progress approval, change orders, contract compliance and amendments, issue resolution, budgets, schedules, project close-out, calendars, etc. for the purpose of ensuring all phases of design and construction are completed within specifications, within cost parameters and with minimal interruption to site personnel.

Develop and oversee operational metrics and project benchmarks including project scope, quality and timelines.

Monitor and adjust program/project support systems throughout the life cycle of program. Identify areas for improvement and recommend changes.

May represent the district before governmental review agencies on issues involving code changes, facility approvals and other construction related matters.

Works closely with the Director of Maintenance & Construction Services and the budget and financial services analyst to monitor the financial aspects of the bond program.

Performs other duties as required.

### **KEY RELATIONSHIPS**

Director of Maintenance & Construction: Reports to this position.

Chief Operations Officer: Director of Maintenance & Construction reports to this position.

Budget and Financial Analyst: Coordinates the flow of information and reports.

Executive Project Manager: Coordinates with this position.

Capital Construction Project Coordinators and other assigned support staff: Coordinates with these positions.

Purchasing and Contracting: Works collaboratively to secure the necessary products and services.

Facilities Staff: Works collaboratively across all facilities functions to provide integrated customer service.

School and Department Administrators: Coordinates and communicates with these positions.

### **MINIMUM QUALIFICATIONS & EXPERIENCE**

Degree in construction management, engineering, facilities management or other business-related field or experience and equivalent training.

Minimum of five years of progressively responsible leadership experience in capital projects management.

#### **Knowledge of:**

Program/Project delivery, applications, software and technologies, equipment, materials and techniques used in public works construction.

Architecture, landscape architecture, civil engineering, infrastructure design and construction practices.

Trends, approaches and problem-solving techniques used in operations management and program/project delivery.

Federal, state and local laws, processes and procedures governing public agency construction, facilities and asset management programs.

Laws and protocols governing Bond financing of public agency construction/reconstruction projects.

Laws governing public purchasing and contracting including public agency budgeting, contracts and bidding requirements.

Techniques and principles of high-quality customer service. Oral and written communication techniques.

#### **Ability to:**

Analyze situations accurately, evaluate alternative operational approaches and adopt effective courses of action.

Organize resources to meet goals and deadlines. Prepare, administer and monitor project budgets and anticipate future budgetary needs.

Effectively plan, schedule and coordinate work.

Demonstrate excellent oral, written, presentation and interpersonal communication skills.

Establish effective working relationships at all organization levels both internally and externally.

Remain calm, deliberate and focused in stressful and emotional situations.

Demonstrate leadership ability and provide operational feedback.

Maintain exceptional work attendance.

**Special Requirements:**

Possession of a valid Oregon driver's license.

**Salary Level:**

206A

Salem-Keizer School District is an equal opportunity employer.

**Position: Operations Manager, Capital Construction Program**

I am willing and able to perform the duties of this job:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_