

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

03/22	MANAGER, CONSTRUCTION SERVICES	3.7.5
Effective Date	Job Title	Index

1. Primary Function: To provide effective management of Construction Services to provide cost effective and timely delivery of quality capital improvement projects consistent with the district's goals.

2. Knowledge, Skills and Abilities: Skilled in leadership and management of large project management teams; skilled in the administration and management of personnel, design professionals, program management firms, construction management firms, construction contractors, and other construction consulting services; skilled in negotiating multi-million dollar design and construction contracts; skilled in quality control/quality assurance methods and the ability to apply these principles to the design and construction process; knowledge of automated information management systems as they relate to design and construction; ability to plan, prepare, implement, and supervise budgets; knowledge of long range and short range facilities planning, construction, maintenance and renovation; ability to effectively use problem-solving skills; effective public relations and communication skills; knowledge of corrective and preventive maintenance; an understanding of metrics and continuous process improvement; and knowledge of OSHA, EPA, Dept. of Education, and other applicable standards and regulations for design and construction of educational facilities.

3. Responsibilities:
 - 4.1 Plans, directs, and supervises the activities of the district's construction department including long and short-range facilities planning, facility preservation and renovation, facility component life cycle planning and program management.
 - 4.2 Coordinates 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 construction projects are completed within specifications, within cost parameters and with minimal interruption to site personnel.
 - 4.3 Prepare, administer, and control budgets and contracts relating to assigned projects or activities; recommend approval of invoices, contractor payment requests and material/equipment lease and purchase orders, as assigned; reconcile expenditures against budget; prepare necessary documentation for review/approval.
 - 4.4 Participate in the development of district construction design guidelines, educational specifications, and future capital construction bond programs.
 - 4.5 Monitor and inspect projects throughout the various phases of construction; coordinate the review of project designs and specifications, identify, and report potential issues, concerns, and follow-up to assure contract standards are met.
 - 4.6 Inspects and/or assists inspection of all aspects of construction (e.g., exterior; interior, walls, electrical, roof, concrete, paint, etc.) for the purpose of ensuring compliance with plans, specifications and local codes and ordinances.
 - 4.7 Oversees the work of architects, engineers, and project managers; reviews and approves products and drawings for compliance with specifications, codes, and statutory requirements.
 - 4.8 Collaborates with consultants and legal support to formulate contracting provisions to include quality controls, progress reports, progress payments, validation of bonding and insurance, legal and regulatory compliance, acceptance criteria, dispute resolution and contract modification procedures and approvals.
 - 4.9 Develop reports regarding projects' status and issues; work with district staff, engineers, architects, construction staff and contractors regarding projects' status, timelines,

deadlines, issues of concern; record and document interactions, projects activities, findings, progress, and results.

4.10 Performs other duties as required.

4. Key Relationships

4.1 Director of Facilities: Reports to this position.

4.2 Chief Operations Officer: the Director of Facilities reports to this position.

4.3 Construction Project Coordinators and other assigned support staff: Supervises these positions.

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

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

4.6 School and District Administrators and Departmental Supervisors: Provides construction program information; advises and consults regarding all construction project activities.

4.7 State and Local Governmental Agencies, Professional Associations, Community Organizations and Groups: Informational presentations related to construction program.

4.8 District School Board and Budget Committee: Working through the Director of Facilities and the Chief Operations Officer, responds to inquiries and provides fiscal data as requested.

5. Minimum Qualifications: Any combination of education, experience, and training that would provide the required knowledge and abilities. A representative way to obtain the required knowledge and abilities would be:

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

4.2 Minimum of five years of progressively responsible leadership experience for overall management for the design and construction of medium to large commercial, industrial and/or public construction projects.

4.3 Experience in long-range program planning and master plan development of K-12 facilities preferred.

6. Term of Employment: 12 months

7. Salary Level: 206A

8. Working Conditions: The position generally works in an office environment and occasionally performs maintenance tasks requiring physical labor. Responds to emergencies 24 hours a day as necessary.

9. Physical Requirements: Frequent reaching, handling, fingering, walking, standing, talking, and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Medium – must be able to lift up to 50 lbs. constantly or a negligible amount of force to frequently lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.