



Deer Valley Unified School District

JOB DESCRIPTION

JOB TITLE: **Construction Manager**

JOB CODE: **#4-2102**

Position Type: Exempt	Department: Fiscal & Business Services
Salary Schedule: Exempt	Reports to: Associate Superintendent of Fiscal & Business Services
Salary Range: 6	Location: Administrative Center
Term of Employment: 12 months	Date: July 1, 2014
Shift: Day	Approved By: Human Resources

POSITION SUMMARY:

Is responsible for district-wide facilities construction and improvements.

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.

ESSENTIAL FUNCTIONS:

- Assists in planning for new construction by participating in architect selection, site acquisition, and pre-construction planning.
- Assists in the preparation of bid documents and recommends to the Associate Superintendent the award of bid to lowest responsible bidder.
- Inspects all work performed by contractors for adherence to bid documents, prepares progress reports and recommends acceptance.
- Represents the District in meetings with architects, vendors, engineers, and governmental agencies.
- Coordinates, during construction, with architect's and contractor's representatives to review schedules and concerns.
- Reviews and negotiates in conjunction with Facilities Planning Coordinator and Facilities Maintenance Coordinator charges for changes in the original plans recommended by either the architect or contractor.
- Plans, formulates, and implements methods and procedures to maintain and file information regarding all warranty items for the District and ensures that all appropriate warranty information is received by the school level personnel.
- Follows up unresolved problems of faulty workmanship or materials reported from school personnel in new construction, and takes appropriate action when necessary under the terms of the guarantee.

- Verifies accuracy of legal descriptions of property proposed for purchase by the District.
- Makes recommendations on time extension requests and assessment of liquidated damages on construction projects.
- Assists Facilities Planning Coordinator in planning for improvement of adjacent ways and adjoining properties as they relate to new construction projects.
- Schedules visits to construction projects by school officials including final pre-acceptance inspection by the Governing Board.
- Collaborates with Facilities Planning Coordinator and Facilities Maintenance Coordinator on all matters of consequence regarding construction.
- Must be accessible throughout the workday for administrators.
- Must meet any additional specific job requirements as indicated by the school.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises assigned employees in the department.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Must have technical competence in warranty and utility requirements.
- Must have excellent verbal and written communication skills.
- Must have effective skills in working with all levels of staff.
- Ability and desire to provide outstanding customer service.
- Ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.

- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel in accordance with district and state policies/timelines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.
- Demonstrates collaborative problem-solving skills.
- Participates in district professional development activities in a timely manner.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- Experience as a contractor, as a supervisor on large construction projects, or an architect with school building experience preferred.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

- Demonstrates the ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Demonstrates the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 50 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an 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.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.