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| <b>Job Title:</b>                       | <b><u>Director, School Construction</u></b>         |
| <b>Grade Level/Terms of Employment:</b> | <b><u>Grade 133/260 Days (12 months)</u></b>        |
| <b>FLSA Status:</b>                     | <b><u>Exempt</u></b>                                |
| <b>Work Location:</b>                   | <b><u>Facility Services, 1461 Commerce Road</u></b> |
| <b>Immediate Supervisor:</b>            | <b><u>Chief Operating Officer</u></b>               |

**General Description:**

The Director, School Construction provides professional and technical oversight in the planning, design, and construction of new schools, large scale facility renovations, and other capital improvements projects for the division. The Director oversees the performance of architects, engineers, and construction contractors, performs site visits during construction, writes reports, develops, and controls project budgets. The Director also supports analysis and assessment of RPS facilities, planning for future construction programs, and ensures a smooth transition of new school construction to the Facilities and Maintenance department.

**Essential Duties and Responsibilities:**

- Evaluates long-term needs, develops appropriate plans in relation to major construction and property improvements projects in coordination with division leadership and City officials
- Provides technical information and recommendations supporting the planning, design, construction, and renovation of school facilities
- Participates in pre-construction planning conferences; reviews, evaluates and approves drawings and specifications submitted by architects, engineers and contractors making the necessary corrections, consistent with established construction standards
- Reviews and approves, for payment, bills submitted by building contractors, testing laboratories, consulting engineers, and surveying firms
- Investigates reports of faulty workmanship or materials in new construction and takes appropriate action under the terms of the guarantee
- Monitors progress of each contractor and inspects all work for proper workmanship consistent with the contract documents
- Inspects schools undergoing design, renovation, or construction, interacting as necessary with architects, contractors, project managers to assure that plans, design standards, specifications, codes and regulations are being observed and followed
- Coordinates training for facilities operations and maintenance team on the operation of emergency systems and equipment, water and electrical shutoff, etc., and coordinates with maintenance for the regular inspection and maintenance of all emergency equipment during warranty
- Works collaboratively with the Director of Facility Services in planning for the new school construction and continued maintenance of existing facilities
- Works collaboratively with Manager, Construction Procurement in preparing bid specifications, assembling bid documents, and evaluating bids as required on all projects
- Commits to meeting the expectations and requirements of internal and external stakeholders; acts with stakeholders in mind; values importance of providing high-quality customer service
- Engages in on-going professional development to keep current in emerging technologies, changing building codes and construction techniques
- Provides frequent feedback and evaluate staff against team goals

- Performs other duties as assigned

**Qualifications:**

- Master's Degree in Engineering, Construction Management or related field preferred; or Bachelor's degree in Engineering, Construction Management or related field
- At least 10 years of progressively responsible experience or any equivalent combination of training and experience which provides the required knowledge, skills and abilities to perform the principle functions of the position required
- Considerable knowledge of a variety of building design approaches, building systems and construction techniques, building codes, fire and life safety regulations, local planning and requirements, permitting and inspection requirements, and land development ordinances
- Working knowledge of federal, state and local laws, rules and regulations governing Facility Services functions of child nutrition services, facilities planning, construction, maintenance of school facilities, technology and data processing, finance, accounting, payroll, warehousing and purchasing.
- Experience on large-scale commercial, education, government, and hospital projects; or experience as a Chief Engineer in a full-service organization of similar operations required
- Thorough knowledge and confidence to make decisions with little supervision relating to capital improvement projects; ability to establish and meet milestone dates for the department to assure overall goals and objectives of the department are met
- Ability to establish and maintain effective working relationships with consultants, contractors, partners, and RPS Schools personnel at all levels
- Valid driver's license
- Bilingual/fluency in Spanish preferred