

Title: Supervisor of Construction (FLSA Exempt)

Performance Responsibilities

- Oversees and administrates Design Services Agreements and associated Procedure Manual for assigned building projects
- Oversees and administrates Contract for Construction for assigned building projects as Owner Representative
- Coordinates Owner/School considerations with Designers and Contractors during design and building project process
- Participates in Screening and Evaluation Committee for selection of Designers and Technical Services if appointed by the Superintendent
- Coordinates Owner/School considerations with government agencies and local utility companies as required for building project development
- Coordinates/Identifies scopes of work/furnished items and obtains quotes as required relative to building projects
- Visits building project sites during the course of construction at regular intervals to observe progress, coordinate owner interests, and to coordinate with designer and contractor relative to the overall Contract for Construction
- Reviews and makes recommendations relative to payment applications and contract change items, relative to assigned building projects
- Assists with determination of warranty vs non-warranty items and their resolution post construction for building projects
- Maintains necessary records relative to building projects
- Prepares periodic reports for assigned projects for Board meeting updates
- Assists in review and development of possible construction projects if assigned/requested
- Implements Board policy on assigned construction projects

Any and all duties as assigned by Superintendent/ or designee.

Professional Development-Plans for professional self-development.

- Uses evaluations to grow professionally.
- Participates in activities that will facilitate professional growth and development.
- Makes use of recommendations for improvement.

The Superintendent reserves the right to change the job and any/all duties as required with advance written notification.

Minimum Qualifications: United States citizen or authorized alien; must have a basic and working knowledge of the programming, design, and construction process; must have a working knowledge of planning principles and techniques; five (5) years experience in building and construction industry or related experience; Bachelor's Degree in architecture, construction management, planning or related experience preferred others given consideration if they have extensive building experience; must have experience directing personnel and managing a budget; Physical and mental stamina and abilities to perform job functions, tasks, and duties.

Terms of Employment: 12 months

Reports to: Chief of Construction

Job Goal: To insure that all educational facilities are planned and constructed, in a manner consistent with the highest standards of efficiency, safety, economy, and quality.

Signature of Evaluatee: _____

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Evaluatee's Employee Identification Number: _____
(MUNIS ID #)

Date: _____

Signature of Evaluator: _____

Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.

Original - Human Resources Department

Copy- Supervisor

Copy - Employee

(Rev 4/2021)