

**Title: Chief of Construction (FLSA Exempt) Performance**

**Responsibilities**

- Oversees Construction Department staff an operations
- Develops with other owner staff and consultants information for consideration of capital improvement plans, construction projects, and related matters
- Oversees and administrates Design Services Agreements and associated Procedure Manual for building projects
- Oversees and administrates Contract for Construction for building projects as Owner Representative
- Coordinates Owner/School considerations with Designers and Contractors during design and building project process
- Participates in process for selection of designers and technical services and serves on Screening and Evaluation Committee if appointed by 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, contract change items, and purchase orders relative to building projects
- Oversees and administrates construction project bid process
- 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 Board meeting updates
- Assists in review and development of possible construction projects if assigned/requested by the Superintendent/or designee
- Reviews and obtains appraisals and surveys for land acquisition if requested by the Superintendent/or designee.
- Makes recommendations relative to construction related matters and projects to the Superintendent/or designee
- Implements Board policy on construction related matters

**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; ten (10) years experience in building and construction industry or related experience; Master'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:** Superintendent/ or designee

**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)