

CAPITAL PROJECTS DIRECTOR

Classification: Non-Licensed Administrator

Location: District Office

Reports to: Assistant Superintendent of Finance & Operations

Employee Group: NCAA

FLSA Status: Exempt

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Provides overall leadership and management of the District's capital improvements program to include planning, design, contracting, construction, and program evaluation of capital projects.

Part II: Supervision and Controls over the Work:

Serves under the broad guidance and administrative supervision of the Superintendent or Superintendent's Designee. Is held responsible for results in terms of effectiveness of planning, policies, and programs, and for achievement of district goals and objectives. Work is guided by, and must be in compliance with, federal and state law, local codes and statutes, operational direction of the Superintendent, policy direction of the School Board, and compliance with federal, state, and local regulatory agencies.

Part III: Major Duties and Responsibilities:

1. Capital Projects Leadership & Planning

Stays abreast of research and developments in all aspects of public school capital project planning, funding, and implementation to better manage and provide leadership to the District's program. Participates in and contributes to discussions on evolving demands and changing needs for education facilities and property and the impact those demands and needs will have on current and future planning. Collaborates in the use of planning tools and strategies to forecast future requirements. Anticipates and develops strategies and programs that respond effectively to anticipated needs and the changing educational environment.

Assures the availability of adequate facilities by developing short and long-range plans, goals and projections for facilities based on student enrollment, community development, and instructional program requirements. Identifies new site and facility needs and remodeling of

existing facilities. Coordinates program process with other department and government agencies. Supervises the collection, interpretation and analysis of data for planning purposes.

Plans for property acquisition and utilization based on forecasted needs. Works with committees and stakeholders to develop specific operational requirements. Initiates assessment of available properties that are responsive to District needs. Researches market values, zoning and permitting requirements, and makes recommendations to the Superintendent and Board for property acquisition. Participates in identifying planning and property acquisition consultants and firms, and participates in property assessment, valuation, negotiations and acquisition.

Works with planning committees, community work groups, and architectural/engineering consultants. Develops preliminary architectural proposals. Prepares construction cost estimates and planning schedules, and develops strategy and data to justify projected facility needs, site requirements, and expenditures.

Represents the District before governmental review agencies on issues involving code changes, facility approvals and other construction related matters. Serves as District representative in obtaining appropriate permits for projects; testifies on project scope and validity and communicates information for public hearings as necessary.

Contributes to capital fund bond planning by providing data to justify projected facility needs, site requirements, and funding requirements and options.

Collaboratively works and communicates with school staff, district staff and district departments to coordinate planning, design, contracting, and construction.

2. Contracting

Assures the competent planning and design of capital projects and the resulting development of specifications for soliciting contract proposals. Oversees the work of architects, engineers, and project managers; reviews and approves products and drawings for compliance with specifications, codes, and statutory requirements. Represents the district before governmental review agencies on issues involving code changes, facility approvals and other construction related matters.

Utilizes project management strategies and software to be used in assessing bids, managing the implementation of awards, monitoring and assessing project progress, and managing critical events.

Provides leadership to contract proposal review committees. Provides guidance and direction to the review of contractor proposals. Identifies questions and issues and initiates discussion with bidders to resolve all such questions and concerns. Develops recommendations, based on committee review, for the selection and award of bids.

Participates in pre-construction meetings; assures compliance with various codes, regulations and statutes which apply to sites and facilities. Represents the district

position in construction activities including construction contract related issues involving architects, contractors, vendors, and other parties. Coordinates the work of consultants, vendors, and contractors.

Collaborates with consultants and legal support in formulating contracting provisions to include quality controls, progress reports, progress payments, validation of bonding and insurance, legal and regulatory compliance, acceptance criteria, and dispute resolution and contract modification procedures and approvals.

3. Project & Construction Management

Coordinates capital construction activities such as renovations, inspections, contractor and architect meetings, permitting activities, progress approval, project close-out, calendars, mandated reports, etc. for the purpose of ensuring that all phases of construction projects are completed within specifications, within cost parameters, and with minimal interruption to site personnel.

Assures District position is represented in assigned reviews, decision meetings, and acceptance meetings including construction contract related issues involving architects, contractors, vendors, subcontractors, and other parties.

Inspects and/or assists in inspecting 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. Financial Management

Participates in the establishment and defense of capital projects bond requirements. Represents the District in public and regulatory agency meetings to justify and defend capital needs and associated cost. Manages the financial aspects of capital project funds, assuring the efficient and effective use of program funds, personnel, materials, facilities, time and compliance with appropriate guidelines.

Establishes financial management and controls to effectively oversee the management of capital funding. Performs cost control activities and monitoring all fiscal operations of capital projects. Prepares and justifies capital budget requests and approves expenditures.

Assures the financial well-being of the capital funding program by performing cost control activities and monitoring all fiscal operations of capital projects. Prepares and justifies capital budgets. Assures the efficient and economical use of funds, human resources, materials, facilities and time.

Establishes and assures compliance with capital funds control requirements and procedures. Prepares and monitors capital fund expenditures. Works closely with the Assistant Superintendent of Finance and Operations and Chief Fiscal Officer to develop, report, and

present on capital fund expenditures and capital project status.

Monitors project activities (e.g. costs, time and materials, schedules, budgets, change orders, etc.) for the purpose of ensuring district objectives are achieved within budget and timeframes and in compliance with established requirements.

Establishes and maintains appropriate financial records as required by District procedures, local and state requirements, and sound financial management principles.

5. Organizational Management & Supervision

Recognizes the need for and formulates policies necessary to implement goals and objectives and to assure effective implementation and operation of assigned programs. Establishes a system for periodic review of policies to determine when modifications are necessary to advance the goals of the program and to serve the overall needs of employees and managers and the organization.

Maintains a variety of manual and electronic files and/or records (e.g. architectural publications, material samples, district directives, job related communications, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.

Prepares written materials (e.g. correspondence, memos, budgets, costs, bid invitations, work calendars, schedules, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Oversees organizational management in all assigned areas. Assures that functions are effectively structured and work coordination procedures are in place to achieve a high level of integration and synergy across program functions. Approves position structures and operating practices essential to the development and delivering of quality programs and services.

Recruits and assigns staff assuring that they possess and practice the values necessary to achieving the level of program delivery and customer service that is essential to a highly effective organization. Supervises, directs, assesses, evaluates, and provides for training and professional development of subordinate staff.

Creates communication, collaboration and coordination processes that assure all staff is timely and effectively informed of department policies, issues, and guidance that their programs are expected to support. Establishes an environment in which all staff members are comfortable and forthcoming in sharing their ideas, needs and concerns, and in which the staff collaboratively works together to seek solutions and resolutions.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

1. Incumbents must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Bachelor's degree in business, engineering, financial management, or related field. Master's degree preferred. Minimum of five (5) years of progressively responsible leadership experience in capital projects management.
3. Strong analytical and problem solving skills, and understanding of "client-centered" support and services.
4. Excellent oral, written, presentation, and interpersonal communication skills.
5. Skill in negotiations.
6. Ability to work both independently and cooperatively.
7. Ability to organize work, set priorities, and meet deadlines. Ability to establish effective working relationships at all organization levels, both internally and externally.
8. Ability to remain calm, deliberate, and focused in stressful and emotional situations.
9. Demonstrated leadership and supervisory ability.
10. A thorough knowledge of the various codes which dictate the building and maintenance of facilities in Clackamas County and the State of Oregon.
11. Current license(s) which may be necessary to carry out the demands of the position.
12. Exceptional work attendance.
13. Valid state driver's license.

Part V: Desired Qualifications:

Public school capital projects management experience.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift and carry 25 to 50 pounds, move about, hear and speak.

Employee may be required to perform extensive work at a computer display terminal.

Employee may be required to sit or stand for several hours at a time.

Employee must be able to move about in a dangerous construction environment. Employee is occasionally exposed to various weather conditions when visiting construction sites.

The employee must occasionally lift and/or move 25 to 50 pounds.