

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: Assistant Supervisor of Construction Services (FLSA Status: Exempt)

- MINIMUM QUALIFICATIONS:**
1. U. S. Citizen or authorized alien
 2. Must have a basic and working knowledge of the programming, design, and construction process.
 3. Must have a working knowledge of planning principles and technicians.
 4. Five years experience in building and construction industry or related experience.
 5. Bachelor's degree in architecture, construction management, planning or related experience preferred others given consideration if they have extensive building experience.
 6. Must have experience directing personnel and managing a budget.

REPORTS TO: Chief of Construction Services

JOB SUMMARY: To assist the Chief of Construction Services in insuring that all educational facilities are planned and constructed in a manner consistent with the highest standards of efficiency, safety, economy, and quality.

ESSENTIAL JOB FUNCTIONS:

1. Assists in implementing Board policy on all construction.
2. Assists in planning for new construction by participating in pre-construction planning conferences.
3. Assists as liaison between Board and architects, engineers, construction workers, and other consultants.
4. Assists in coordinating required inspections and related engineering programs with public agencies.
5. Assists in providing recommendations on architecture selections.
6. Assists in providing professional recommendations on all building, construction and maintenance contracts.
7. Assists in supervising inspection of new building construction and assists in recommending selection and appointment of job inspectors, when required, for each construction project.
8. Assists in generating short and long-term building needs and land purchases while working with other staff.
9. Assists in visiting all construction projects at frequent intervals to assure that plans, specifications, codes, and regulations are being observed and followed.
10. Assists in supervising a quality control and energy efficient program for material used in new construction.
11. Assists in reviewing and approving payment for bills, consulting engineers, and surveying firms.
12. Assists in receiving and maintaining coverage for public compensation.
13. Assists in investigating reports of faulty workmanship or materials in new construction and takes appropriate action under the terms of the guarantee.
14. Assists in liaison with governmental agencies having jurisdiction over or providing services to school buildings.
15. Assists in providing recommended resolutions of issues with local, state, and federal agencies and neighborhood groups.
16. Assists in verifying engineering correctness of legal descriptions of property proposed for purchase by the school district.
17. Assists in making recommendations on time extension requests, assessment of liquidated damages, and assists in reviewing color schemes submitted by contract architects.
18. Assists in investigating street utility improvements adjoining school constructions project sites.
19. Assists in investigating street utility improvements adjoining school property.
20. Assists in validating all completed buildings and construction as acceptable.
21. Assists in maintaining necessary records and prepares periodic reports.
22. Assists in coordinating the energy conservation efforts for the System.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Assists in performing other duties as assigned by the Superintendent or designee.

PHYSICAL DEMANDS:

1. Must possess physical strengths and stamina to perform the essential job functions.
2. The ability to climb ladders and scaffolding or to position oneself for inspections and surveying of buildings, grounds, structures, and facilities.
3. The ability to work in concealed or restricted areas behind boilers and air-conditioning units.
4. The ability to maintain access to construction sites that normally would be in compliance with ANSI-I 17, State Fire Marshall Requirements, provisions of A.D.A. but would not be accessible during construction.

ENVIRONMENTAL CONDITIONS:

The Assistant Supervisor of Construction Services performs duties both inside and outside. The supervisor can be exposed to temperature variations of hot and cold. Surfaces can be wet, slippery, and of a variety of inclines and heights.

TERMS OF EMPLOYMENT: Twelve months per year.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy for Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____
(Incumbent)

Date: _____

Incumbent's Name (Please Print)

Employee Identification Number

Original - Human Resources Department

Copy - Supervisor

Copy - Employee