



Argyle ISD

Independent School District

JOB DESCRIPTION

Job Title: Manager of Construction, Planning, and Growth
Dept./School: Maintenance Department - District
Reports to: Maintenance Director
Wage/Hour Status: Exempt
Pay Grade: Admin/Pay grade - 6

PRIMARY PURPOSE: Supervises all aspects of the construction process from the acquisition of property through the warranty phase of new construction and building renovations; serves as the supervisor of the construction management team(s) to provide guidance and oversight of the construction managers' work; coordinates and manages all new construction and renovation projects in the district; ensures compliance with all planning and zoning requirements; works with immediate supervisor, demographers & developers to ensure the District stays ahead of the fast growth in our area

QUALIFICATIONS:

Education/Certification:

- Bachelor's Degree required

Special Knowledge/Skills:

- Knowledge of project planning and construction principles
- Knowledge of mechanical and electrical design and installation
- Knowledge of civil and structural design and installation
- Knowledge of health and safety regulations
- Knowledge of building codes, zoning ordinances, and the inspection certification process
- Knowledge of space allocation and furniture acquisition
- Excellent hearing and vision (including peripheral, color discrimination and depth perception)
- Ability to read blueprints and schematics
- Ability to conduct on-site inspections of all district facilities
- Strong organizational, communication, and interpersonal skills

Experience:

- Five to ten years of construction project management, architectural, or engineering experience

MAJOR RESPONSIBILITIES AND DUTIES:

- Participates and oversees the construction process for the district, inclusive of:
 - Evaluation and acquisition of school sites
 - Architect and contractor selection
 - Budget and construction cost estimation
 - Liaison to the architects and district staff to develop the building design
 - Oversee the construction process
 - Insure warranty issues are addressed in a prompt manner
- Conducts on-site inspection of construction projects to ensure conformance with construction documents, programs, and needs.
- Develops and maintains construction progress schedules design, bidding, construction, and closeout.
- Coordinates and conducts project development and construction progress meetings.
- Expedites documentation and completion of punch-list items.
- Supervises warranty correction work.
- Acquires/utilizes services and material.
- Maintains safety standards in conformance with federal, state, and insurance regulations

- Consults with faculties, administrative staff, and community concerning program preparation and design needs.
- Coordinates the storage and handling of construction documents.
- Compiles, maintains, and file all physical and computerized reports, records and other documents required.
- Reviews and approves requests for payment from contractors and designers.
- Compiles budget and cost estimates based on documented needs.
- Consults with the Maintenance Department in the replacement of major building components.
- Assists the building principals in developing and implementing temporary access issue necessitated by construction.
- Monitors and approves the financial aspects of the projects.
- Assists in the furniture layout and acquisition process.
- Coordinates the furniture and fixture delivery and installation.
- Audits the contractor financial records to insure the district receives all contingency and buy-out savings remaining at the end of the project
- Serves as liaison to architects, engineers, and consultants to develop, review, and finalize project.
- Plans, drawings, schematics, and specifications
- Consults with city, county, state, and federal officials to ensure conformity with codes and ordinances.
- Regulates district construction projects
- Oversees the qualification or approval process for architects, engineers, and contractors.
- Inspects existing facilities and makes recommendations for improvements as needed.
- Establishes and recommends priorities for repair projects.
- Assists with the evaluation of formal bids and makes recommendations for the awarding of contracts for school.
- Works with daily fiscal management in conjunction with the needs of the role.
- Follows all rules, regulations, and policies of the Argyle ISD and directives from supervisors.
- Performs other duties as assigned.

Supervisory Responsibilities: Architects, engineers, and construction companies (in consultation with the District Maintenance Director)

WORKING CONDITIONS:

Mental Demands: Ability to communicate effectively (verbal and written); interprets policy, procedures and data; coordinates district functions; maintains emotional control under stress

Physical Demands/Environmental Factors: Frequent district-wide and occasional statewide travel; occasional prolonged and irregular hours; frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds; prolonged use of computer and repetitive hand motions; works indoors and outdoors to conduct on-site inspection of all facilities and construction projects; works around machinery with moving parts; works on ladders or scaffolding; continuous lifting, carrying, dragging; continuous reaching above shoulder level; frequent driving of vehicles; frequent bending and squatting; continuous walking; continuous standing; both limited & extended sitting; subject to temperature extremes; subject to fumes, dust, solvents, and toxic chemicals/materials; must work with machinery with moving parts

MINIMUM SALARY: \$90,988.00

TERM OF CONTRACT: 230 days

APPOINTMENT: The appointment of this position will be recommended to the Board of Trustees by the Superintendent of Schools on the basis of the applicant's training, experience, and expertise. The Board of Trustees must give final approval.

APPLICATION PROCEDURES:

District Employees

Interested internal and external candidates must complete and submit the Argyle ISD on-line Teacher Job Network Application at www.teacherjobnet.org. Upload employment credentials and a current résumé detailing experience, qualifications, and professional accomplishments.

APPLICATION DEADLINE: Position will remain vacant until qualified applicant is employed.

THE ARGYLE INDEPENDENT SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER