

**SCHOOL DISTRICT 27J**  
**CLASSIFIED POSITION JOB DESCRIPTION**

**Job Title:** Construction Specialist  
**Date Prepared or Last Modified:** February 2022 Reviewed November 2022  
**Work Year:** 260 Days  
**Department:** Operations (Construction)  
**Reports To:** Bond Director

**SUMMARY:** Monitors and analyzes project budgets and manages detailed financial account figures for all Bond and related Capital Reserve projects. Coordinates all aspects of the District's construction-related agreements and budgets. Assists in the Construction Department's procurement process.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

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| D | 25% | Coordinates the development of project budgets including sub-components of each project. Prepares and verifies for accuracy detailed financial account figures for all Bond and related Capital Reserve project budgets. Communicates with District Bond Accountant in the Finance Department to update the status of budgets. Requests and obtains necessary paperwork to add new contractors and vendors in the district finance system, confers with the Finance Department on correct account numbers for charges to projects. Reconciles Construction Department transactions with Finance Department budgets, expenditures, accounts payables, accounts receivables, p-cards and other financial transactions. Initiates, enters and administers bond project budget tracking, planning and forecasting software including analyzing project components, and comparing cost to similar projects for value. Prepares budget adjustments, revisions and amendments and coordinates with Finance Department. Coordinates the use of other funds that enhance the bond program which may include, grants, donations and account for refunds related to Construction Department projects. |
| D | 20% | Manages project budgets to verify available funds. Review and prepare all pay applications and payment requests to contractors, architects, consultants, building permits, utility and water fees, technology orders, payments on purchase orders, modular leases, mileage reimbursement, time sheets and other expenditures and obtain authorized signatures to process payments. Compares budget to actual by project including encumbrances, commitments and contracts. Responsible for oversight of bond program and capital reserve budgets.  |
| D | 20% | Prepares Construction Department's procurement solicitations. Creates and administers notices to be advertised on online procurement site(s), District website, trade magazines and local newspapers for Requests for Proposals (RFPs), Invitations for Bids (IFBs), Requests for Information (RFIs) and Requests for Qualifications (RFQs) and other procurement support according to District policies and procedures. Assists Project Managers in developing scopes of work procurement solicitations. Participates in bid openings, reviewing of bid documents, creates bid tabulation sheets, creates and sends notice of intent to award, notice to proceed and notifies unsuccessful bidders. Maintains all Bond and Capital Reserve project contracts and agreement records maintains project tracking programs. Creates processes for Construction Project Managers to ensure project documentation has been received for each project. Verifies and maintains insurance and bond requirements from contractors and appropriate vendors. Monitor to make sure processes are being followed.   |
| W | 15% | Works with Bond Director, Project Managers, Facilities Staff and Chief Operating Officer to identify future operational costs that are impacted by the construction, remodeling and addition of various bond funded facilities. Assists Bond Director and Project Managers and Finance Department staff on the development and revision of cash drawdowns of bond funds. Collaborates with Project Managers and other construction and operations staff members. Assists Project Managers with budget concerns, budget tracking and all other project related concerns. Prepares such information for various presentations and publications.  |
| M | 10% | Provides financial analysis on projects and comparisons on contractor and consultant proposals.  |
| W | 4%  | Approves purchasing card charges for all transactions for Construction Department and new schools being built with bond funds on a weekly basis.   |

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| M       | 3% | Administers the contract close-out and claims processes, issues all legal notices to contractors, advertising close-out of construction projects and assists project managers with the finalization of project documents to ensure completeness prior to archival of all construction related paperwork, archives all paperwork. Verifies final retainage payments, ensuring the amount to be released is consistent with contractual obligations. |
| W       | 1% | Maintains warranty logs, submits warranty requests to contractors, attends building inspection walks, communicates with District Facilities staff and building staff to ensure items are addressed.  |
| Ongoing | 2% | Perform other duties as assigned. Occasionally required to attend evening events including; ribbon cutting, ground-breaking and other community events.  |

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND TRAINING:** High school diploma or equivalent plus 2 years of specialized technical courses in Architecture, Construction Administration, Engineering, Public or Business Administration, or related field.

**EXPERIENCE:** Minimum of 2 years' experience in Architecture, Engineering, Construction Administration or Business Administration or any related equivalent of experience, training or education.

**SKILLS, KNOWLEDGE, & EQUIPMENT:** Excellent oral and written communication and interpersonal relation skills. Advanced skills in word processing and spreadsheets. Advanced ability to analyze, compare and monitor multiple budgets including moderate to high dollar value risk. Requires moderate level or training in area of specialty to include construction language and terminology. Strong organizational, analytical and prioritizing skills. Advanced knowledge of purchasing practices and District financial system. Ability to promote and follow District policies and department procedures. Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** None required.

**SUPERVISION/TECHNICAL RESPONSIBILITY:** This job has no supervisory responsibilities. Technical resource for new building secretaries regarding purchasing and budget procedures for bond funds. Works with Executive Directors, Directors, Managers, Principals, Building Secretaries, Curriculum Department, Technology Department, Finance Department, Preschool Department, Assistant to the Board of Education/Superintendent, Facilities staff, Planning staff.

**JUDGMENT AND DECISION MAKING:** The majority of work is self-initiated. The remainder is assigned by the Chief Operating Officer. Decisions are made daily as to fund availability before processing payments from budgets, communicating District policies with contractors, vendors and consultants, posting advertisements, handling warranty issues. Ensuring budgets are established in the financial system, correct vendors are selected or added to the finance system, purchase orders are created using correct account numbers and payments are processed after confirming fund balances. Chief Operating Officer is involved only on major decisions

**DIVERSITY OF DUTIES:** This position must have a working knowledge of construction terminology and contracts. This position is very diverse in that skills in bookkeeping, purchasing, assisting construction project managers, and secretary to Citizen's Bond Review and Advisory Committee is needed. Tasks must be performed accurately and in a very timely manner since time is of the essence in every project as well as the project not going over budget. Bond and Capital Reserve budgets must be monitored constantly and approval of charges scrutinized to ensure every project remains within budget. Must be able to work on many projects at one time while portraying a positive, professional and collaborative attitude.

**SAFETY TO SELF AND OTHERS** Low exposure to self for bruises and cuts due to typical office environment. Medium exposure to self of repetitive motion or stress due to long periods of typing and data input.

*The physical demands, work environment factors, and mental functions described below 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.*

**PHYSICAL DEMANDS** While performing the duties of this job, the employee is regularly required use hands to finger, handle or feel, reach with hands and arms, and to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally

lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distant vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT:** The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS** While performing the duties of this job, the employee is regularly required to use interpersonal skills, compile, compare, analyze, communicate and compute. Frequently required to coordinate, synthesize, evaluate, and negotiate. Occasionally required to copy and instruct.