

**Capital Projects Administrator
New Hanover County Schools**

Job Description

Class: Administrative

Dept: Maintenance Operations

TITLE: Capital Projects Administrator

QUALIFICATIONS:

1. Bachelor's degree in architecture, engineering, construction management, or a related field, or equivalent combination of education and experience.
2. Six to eight years of increasingly responsible administrative and supervisory experience in capital construction management.
3. Other qualifications as the superintendent and board may find appropriate.

REPORTS TO: Director of Maintenance Operations

JOB GOAL: To plan, coordinate, direct and review activities required for the implementation of capital construction projects, and assist in the identification, cost estimating, and scheduling of capital forecasting.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to public school facilities.
2. Participate in the identification of goals and objectives associated with the development and implementation of annual plans for construction activities.
3. Participate in the designer selection process; advertising project announcements, scheduling interviews, and pre-selecting design firms; negotiate contracts and contract change orders with outside vendors.
4. Participate in construction budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for materials and labor; monitor and control expenditures on capital construction projects.
5. Participate in pre-construction planning conferences; coordinate design meetings; ensure required permits and all other approvals are obtained; ensure inspections are completed; and monitor construction activities to ensure projects are completed within the approved schedule; and serve as liaison to school administrators during design and construction to minimize disruptions to school activities.

6. Review design and plans of construction projects; coordinate activities and inspect projects for compliance with plans and specifications; prepare reports related to the status of construction, compliance with budgets and with approved project schedules.
7. Review and recommend approval of progress and final payments for architects, engineers, contractors and various vendors; review all final project close-out documentation to assure all contract requirements are met and all information is complete and accurate.
8. Evaluate and create reports regarding the construction renovation and repair of buildings and sites; recommend improvements or modifications as necessary; evaluate and recommend methods to optimize usage of available space/sites.
9. Assist in the preparation and development capital project procedures or standards for the maintenance operations staff for the purpose of increasing safety, productivity, efficiency and improving the technical application of service while reducing cost.
10. Assist in the development of systems, policies, and procedures to streamline operational functions and minimize duplication of efforts and redundancies within Maintenance Operations.
11. Investigate, analyze and formulate methods for handling capital projects; oversee projects to completion and evaluate final results; prepare and review various reports; and serve as a liaison with outside agencies on capital programs and projects.
12. Maintain compliance with federal, state and local laws, rules, codes and regulations related to capital projects.
13. Attend training sessions and /or seminars as required to maintain or enhance skills that may be required for the successful performance of this position.
14. Performs other duties and responsibilities as requested by the Director of Maintenance Operations.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Exempt

Starting Salary and/or Grade: SAII

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing with school personnel, professional architectural and engineering firms, contractors and other community persons and officials.
- Ability to provide leadership and to supervise the planning, design and construction implementation of capital projects.
- Demonstrate strong knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Knowledge of principals, methods and practices of construction management, program evaluation and public administration.
- Considerable knowledge of local, state and federal laws, codes and regulations related to facilities management.
- Considerable knowledge of modern and complex principles and practices used in planning, construction and the maintenance of facilities.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.