

**Date:** February 7, 2025

**To:** Salt Lake City School District Board of Education  
Superintendent Grant

**From:** Alan Kearsley, Business Administrator  
Logan Hall, Executive Director Human Resource Services

**Subject:** 2 – FTE Auxiliary Services Request

**Summary:**

With the passing of the bond in November, and the commencement of two major construction projects, we are requesting 2 FTE in Auxiliary Services to help manage the construction process. In the 2000s when the district was undertaking several school rebuild projects, we hired two additional FTE to help during the construction phase. Just like then, current day-to-day staffing levels is not adequate to properly manage such large projects.

We are requesting the addition of 2 new positions to be funded by property tax revenue in the Capital Fund. These positions would be funded through the completed of the two high school rebuilds. We are recommending a Project Manager position and a Building Code Inspector position. These positions would tentatively be placed on Lane G of the Comprehensive Exempt 12-month salary schedule (attached).

**Requested Board action:**

Provide feedback and directions to bring these positions to the next meeting for approval

**Attachments:**

First Draft Job Description – Project Manager

First Draft Job Description – Building Code Inspector

Comprehensive – Exempt 12-Month Salary Schedule

## **Salt Lake City School District**

### **Job Description**

**Position:** Project Manager

**Reports to:** Assistant Director Construction Services

#### **Purpose Statement**

The Project Manager leads all pre-construction planning and coordination efforts to ensure the successful execution of capital projects across the Salt Lake City School District. This role is essential for managing multi-year projects from inception to completion while meeting established budgets, timelines, and quality standards. The position ensures compliance with building codes, fire codes, and district guidelines and fosters collaboration among internal and external stakeholders.

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### **Key Responsibilities**

#### **Project Planning and Management**

- Develop and oversee detailed project plans for new construction and renovation projects, ensuring alignment with district objectives and state guidelines.
- Coordinate pre-construction activities, including feasibility studies, site evaluations, geotechnical and environmental assessments, and portable classroom relocations.
- Serve as the district's point of contact for architects, contractors, and state/local agencies to ensure effective project communication and decision-making.
- Establish and monitor project schedules, ensuring critical milestones are achieved and providing regular updates to district leadership.
- Evaluate project risks and develop mitigation strategies to address potential delays or budget overruns.

#### **Design and Compliance Oversight**

- Collaborate with architects and engineers to review designs and construction plans, ensuring compliance with local building codes, ADA requirements, and district-specific needs.
- Schedule and oversee plan reviews, bid openings, and pre-construction meetings to ensure all stakeholders align on project goals and requirements.
- Act as the district's Building Code Official, overseeing mechanical, plumbing, and fire safety compliance throughout all design and construction phases.
- Address accessibility issues by serving as the district's ADA representative during the design and construction process.

#### **Stakeholder Coordination**

- Provide leadership and guidance to internal teams and external consultants, ensuring clear communication and accountability.
- Serve as a liaison with utility companies, state and local planning agencies, and other regulatory bodies to secure necessary permits and approvals.
- Facilitate building committees, offering advice and technical input during the design and decision-making processes.
- Maintain open communication with school administrators and district staff, ensuring their needs are integrated into project planning.

## **Documentation and Reporting**

- Maintain comprehensive project documentation, including design records, construction plans, contractor communications, and regulatory approvals.
- Prepare regular status reports and presentations for district leadership and project stakeholders, highlighting progress, challenges, and next steps.
- Create and update logs for substantial and final completion dates, change orders, proposal requests, and supplemental instructions.

## **Construction Monitoring**

- Inspect construction projects regularly to ensure adherence to contract documents, quality standards, and safety protocols.
- Supervise district inspectors, providing direction and evaluating performance to maintain high standards.
- Respond to inquiries and resolve issues that arise during the construction process, maintaining a proactive approach to problem-solving.

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## **Qualifications**

### **Education and Experience**

- Bachelor's degree in Construction Management, Engineering, Architecture, or a related field.
- Minimum of five years of progressively responsible experience in project management, pre-construction planning, or a related field.
- Experience managing multi-year capital improvement projects, including budgets exceeding \$10 million, preferred.

### **Skills and Knowledge**

- Expertise in project management methodologies, including budgeting, scheduling, and risk assessment.
- Strong knowledge of local building and fire codes, ADA compliance, and construction safety practices.

- Proficiency in construction project management software and tools (e.g., AutoCAD, BIM, Primavera, or similar platforms).
- Ability to interpret complex technical documents, including architectural plans and engineering reports.
- Exceptional communication and interpersonal skills, with a proven ability to collaborate across diverse teams and stakeholders.
- Strong organizational skills, including the ability to prioritize and manage multiple projects simultaneously.

### Certifications and Licenses

- Valid Driver's License with evidence of insurability.
- Current certifications in IBC, IMC, IPC, and fire sprinkler systems (or ability to obtain within one year).
- OSHA Safety Certification preferred.

### Working Conditions

- Requires regular travel to construction sites within the district.
- Occasional lifting, carrying, pushing, or pulling of materials weighing up to 25 pounds.
- Work environment involves exposure to construction sites and minimal temperature variations.
- Ability to work extended hours, including evenings and weekends, as required by project needs.

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### Key Competencies

- **Leadership:** Ability to lead diverse teams, manage conflicts, and maintain focus on achieving project goals.
- **Problem-Solving:** Skilled in analyzing complex challenges and developing creative, effective solutions.
- **Attention to Detail:** Ensures all elements of project planning, compliance, and execution are thoroughly addressed.
- **Strategic Thinking:** Focuses on long-term goals while effectively managing day-to-day responsibilities.
- **Adaptability:** Responds positively to changing priorities and unforeseen challenges, maintaining productivity and focus.

## **Salt Lake City School District**

### **Job Description**

**Position:** Building Code Inspector

**Reports to:** Assistant Director Construction Services

#### **Purpose Statement**

The Building Code Inspector ensures that all district construction projects and renovations comply with local, state, and federal building codes, fire safety standards, and accessibility requirements. This role serves as the district's expert in code compliance, conducting inspections and providing guidance to ensure safety, functionality, and adherence to regulations.

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### **Key Responsibilities**

#### **Code Compliance and Inspections**

- Conduct regular inspections of new construction, renovations, and maintenance projects to ensure compliance with building codes, fire codes, and accessibility standards (ADA).
- Review architectural and engineering plans to identify potential code violations and recommend necessary modifications.
- Issue inspection reports detailing compliance status, deficiencies, and corrective actions required.
- Act as the district's liaison with local and state building officials to coordinate inspections and address code-related inquiries.

#### **Documentation and Reporting**

- Maintain comprehensive records of all inspections, certifications, and code-related documentation.
- Prepare detailed reports for district leadership, summarizing inspection findings, compliance issues, and recommended actions.
- Track the progress of corrective measures and ensure timely resolution of non-compliance issues.

#### **Plan Reviews and Approvals**

- Collaborate with architects, engineers, and contractors to review project plans for code compliance before construction begins.
- Approve building plans and specifications, ensuring they align with district guidelines and regulatory standards.
- Conduct pre-construction meetings to communicate code requirements and establish inspection schedules.

#### **Training and Guidance**

- Provide training to district staff, contractors, and project teams on building codes, fire safety standards, and ADA compliance.
- Serve as a resource for schools and departments, offering guidance on code-related questions and issues.
- Stay current on updates to building codes, fire codes, and related regulations, ensuring the district remains in compliance.

### **Stakeholder Coordination**

- Coordinate with utility companies, city planning departments, and state agencies to secure necessary permits and approvals.
  - Act as the district's representative at meetings with contractors, architects, and regulatory agencies to address compliance issues.
  - Work closely with district inspectors, providing direction and oversight to ensure consistent application of codes and standards.
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## **Qualifications**

### **Education and Experience**

- Bachelor's degree in Construction Management, Engineering, Architecture, or a related field.
- Minimum of three years of experience in building inspections, code enforcement, or a related field.
- Experience with school district or public sector projects preferred.

### **Skills and Knowledge**

- Strong knowledge of International Building Codes (IBC), International Mechanical Code (IMC), International Plumbing Code (IPC), fire safety standards, and ADA requirements.
- Ability to interpret architectural and engineering plans and apply technical knowledge to assess compliance.
- Proficiency in inspection tools and software for tracking compliance and generating reports.
- Excellent communication and interpersonal skills to work effectively with diverse stakeholders.

### **Certifications and Licenses**

- Valid Driver's License with evidence of insurability.
- Certification as a Building Code Official or Inspector (e.g., ICC Certification) required.
- OSHA Safety Certification preferred.

### **Working Conditions**

- Requires regular travel to construction sites within the district.
  - Exposure to construction environments, including noise, dust, and varying weather conditions.
  - Ability to perform physical inspections, including climbing ladders and accessing confined spaces.
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## Key Competencies

- **Attention to Detail:** Meticulously inspects projects to identify compliance issues and ensure safety standards are met.
- **Problem-Solving:** Analyzes complex issues and provides actionable solutions to address non-compliance.
- **Communication:** Clearly articulates code requirements and inspection findings to diverse audiences.
- **Adaptability:** Responds effectively to changing regulations and project priorities.
- **Collaboration:** Builds strong working relationships with internal teams and external stakeholders.

**Salary Schedule #42**  
**Salt Lake City School District**  
**2024-25**  
**Comprehensive - Exempt 12 Month**

**12 Months - 242 Days - 8 Hours Per Day**

Step	A	B	C	D	E	F	G	H	I	J	K	L	M
5	118,861	115,378	112,061	108,799	105,648	102,524	99,539	96,664	93,817	91,108	88,482	85,884	83,424
4	110,292	107,058	103,962	100,949	98,019	95,144	92,352	89,643	87,045	84,557	82,014	79,664	77,370
3	102,331	99,318	96,443	93,596	90,887	88,289	85,690	83,203	80,742	78,421	76,126	73,887	71,786
2	94,895	92,186	89,477	86,851	84,336	81,876	79,499	77,149	74,910	72,754	70,653	68,608	66,590
1	88,068	85,469	82,981	80,604	78,199	75,933	73,749	71,621	69,547	67,502	65,512	63,660	61,780
Step	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
5	80,908	78,586	76,347	74,053	71,952	69,824	67,806	65,843	63,908	62,029	60,232	58,435	56,804
4	75,048	72,920	70,791	68,746	66,728	64,793	62,886	61,061	59,292	57,523	55,892	54,261	52,686
3	69,713	67,640	65,677	63,770	61,891	60,094	58,325	56,694	55,008	53,377	51,884	50,309	48,871
2	64,682	62,775	60,895	59,154	57,413	55,782	54,123	52,548	51,027	49,535	48,097	46,687	45,333
1	59,956	58,214	56,528	54,897	53,266	51,746	50,198	48,761	47,323	45,941	44,587	43,315	42,044

- 12-month employees are contracted to work 242 days per fiscal year and are granted 20 vacation days.
- This schedule includes medical, dental, and life insurance.
- Employees on this schedule are part of the Wellness Incentive Program and if elected, will receive the following based on June 30 sick leave balance:
 

Step 4 Incentive (2,184 sick leave hours)	4% of base wage
Step 3 Incentive (1,768 sick leave hours)	3% of base wage
Step 2 Incentive (1,352 sick leave hours)	2% of base wage
Step 1 Incentive (936 sick leave hours)	1% of base wage
- Employees with 10 consecutive years in the District AND 25 years in the Utah State Retirement System OR employees with 10 consecutive years in the District AND have reached 55 years of age will receive longevity pay which shall be 2% of the salary schedule only.
- Employees on this salary schedule who were on the top step of their lane the previous fiscal year, and continue to be on the top step of their respective lane in the current fiscal year will receive a lump-sum payment equal to 1% of contract pay on the second pay period of November.
- Step increases on this schedule may be awarded annually depending on available funding and Board approval.