Adams 12 Five Star Schools

Job Description
Revised/Updated: **January 2025**

Job Title:	**Director, Construction**	Job Code:	**5084**
Job Family:	**Non-Certified**	FLSA Status:	**Ex - E**
Pay Program:	**Administrative**	Pay Range**:**	**L19**
Typical Work Year:	**12 months**		

SUMMARY: Directs operations and decisions relative to the construction and renovation of district-owned facilities in collaboration with affected stakeholders including district cabinet members, school executive directors, principals, and their site-based staff and multiple project teams all in support of the district's strategic facility plan. Co-directs the district's effort in formulating current and future bond programs. Co-lead the Construction and Facility Design department with, Director of Facility Design and Planning. Works closely with Adams 12 Leadership, the Maintenance department and other department directors, executive directors and managers to plan and execute capital projects and bond-funded programs in accordance with approved budgets and timelines. Advise and update Superintendent's Cabinet, Long-Range Planning Advisory Committee, and the Board of Education on program/project status and industry trends as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

	Job Tasks Descriptions	Frequency	% of Time
1.	Direct district construction Senior Project Managers, Project Managers and Business Services Technician in order to ensure all bond and capital construction project scopes, schedules, costs, and projections are developed and executed in a timely manner. Coordinates with the Director of Facilities Design and Planning, Maintenance, Finance and Purchasing departments on the design and implementation of bond projects, school based facility modification requests and emergency repairs. Responsible for the collection of project record documents for district facilities upon completion of all construction projects. Coordinates with the Purchasing and Communications Departments to keep formal and in-formal purchasing timelines coordinated with project start and end dates and to develop and maintain communications tools for multiple constituencies.	D	20%
2.	Co-direct Construction and Facilities Design Department interactions, strategies and collaborations with multiple district departments including Learning Services, Custodial, Maintenance, Transportation, Safety & Security, Communications, Purchasing, Information Technology and Nutrition & BASE in order to foster a high-performing and continuous-improvement oriented approach to delivering projects on time and within budget.	D	20%
3.	Co-leads bond program development, planning and recommendations to senior management, in close collaboration with Director of Facilities Design and Planning, Director of Maintenance and Operations, and other district leaders. Leads preparation of bond project packaging and scheduling. Collaborates with the Purchasing department on solicitations, contracts and change orders needed for bond program delivery. Provides reports to senior management, school leaders and other district personnel for use in establishing a final bond plan and/or capital improvements plan. Facilitate, co-facilitate, plan and/or participate in regular bond planning meetings with leadership and other district stakeholders.	D	15%
4.	Co-Facilitate design steering committee and design advisory group meetings in a collaborative and equitable manner and provide direction on project-level scope and budget decisions relative to each project or as directed by District Leadership. Report to and discuss with District leadership, Bond Steering Committee, and the Long-Range Planning and Advisory Committee regarding decisions and directives given to project teams to ensure compliance with district initiatives and priorities.	W	10%
5.	Serve as the district's principal construction expert; Provide expertise, guidance, assistance and necessary documentation to staff, senior management, and other district personnel on project updates, needs, issues and trends. Research, investigate and regularly prepare updated reports on achievements of bond or other capital construction programs. Direct and monitor expenditures in accordance with established budgets and/or spend-down requirements.	D	10%
6.	Responsible for quality assurance and warranty claims for all bond and capital construction projects to ensure conformance to district policies, technical guidelines, project documents	D	10%

and specifications, local codes/regulations, State statutes regarding construction, Colorado Division of Fire Prevention and Control, Colorado Department of Regulatory Agencies and design/construction industry best practices.		
7. Collaborate with the Director of Facilities Design & Planning to create a unified and consistent approach to project and program life cycles by allocating available planning and project management resources as needed in order to build a sustainable and long-term vision for all district-owned facilities.	D	5%
8. Develop reports using district data to present at various meetings and alert district leaders of scope, schedule, and budget issues. Communicate with district stakeholders, the public and governmental agencies regarding program and project matters; Complete financial research in response to internal and external inquiries; Advise district Leadership of needed budget revisions and/or major project scope modifications.	D	5%
9. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree from an accredited college or university in construction management, engineering or related field required.
- Minimum of seven (7) years of experience in project management experience, including five (5) years project management experience with school capital construction programs preferred.
- Minimum of seven (7) years of experience in the construction scheduling and cost management.
- Minimum of four (4) years of supervisory experience in project or construction management.
- Possess Integrated Master Schedule and Integrated Master Plan experience.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to travel among school locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to manage the planning, development, design, and implementation of assigned program. Including tracking schedules, resources, issues, due dates, tasks and monitors project's expenditures against the budget
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work collaboratively with others to maintain thorough knowledge of capabilities, and to ensure that all communications between departments and stakeholders are accurate and correct
- Must have intermediate/advanced skills in Microsoft Excel, Microsoft Project
- Preferred experience with Integrate Master Schedules (IMS), Project Portfolio Management (PPM), Enterprise Resource Planning (ERP)
- Preferred experience with large capital construction programs.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Operating Officer	3075

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Sr. Construction Project Manager	3	4098
	Construction Project Manager	4	4090
	Bond Quality Assurance and Warranty Manager	1	1224

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Make recommendations related to developing, administering, monitoring, coordinating and initiating requisitions for project budgets and integrating the budget into the overall bond program.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *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 ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle and/or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills		X		
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			

Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	**Required**
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	**Exposure Level**
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	