

Job Title: MANAGER, CONSTRUCTION OPERATIONS



POSITION GOAL

Manages several document management and control elements to ensure that processes comply with internal procedures and regulatory requirements. Responsibilities include the management of the School Board of Broward County board documents, inquiries from board members, and the Facilities Tax Force Committee. The position also processes and manages internal invoicing procedures, coordinating with the programs sub-consultants.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

The Manager, Construction Operations shall carry out the essential performance responsibilities listed below:

- Oversee the document control function. • Coordinates invoicing, subcontracts, and document control, reviews and processes all program management contract invoices and any associated amendments.
- Review and process time sheets for project managers and sub-consultants ensuring that invoices are timely.
- Interaction and coordination with client purchasing and contracts departments.
- Document & coordinates board agenda items with leadership and program management team. Prepare board packs to assist with key decisions board members will make.
- Responds to Board Member inquiries as well as inquiries from the Facilities Task Force.
- Provides input required for program reports, and construction teams, including subcontractors and field workers.
- Manage and review quality and training records, ensuring effective workflows.
- Documents and coordinates with appropriate internal staff for board meetings.
- Promotes e-builder software, oversees records and coordinates its upgrades through protocols to make document control more effective.
- Execute the day-to-day processes and procedures through embedded workflows that support assigned core functions.
- Auditing & updating of document control procedures.

To review this position's complete job description, access the following website:

<https://www.browardschools.com/Page/36072> and search by Job Code. The Job Code for this position is: SS-106

MINIMUM QUALIFICATIONS & EXPERIENCE

- An earned bachelor's degree from an accredited educational institution with major course work in construction management, civil engineering or related field.
- A minimum of ten (10) years of experience in construction project management.
- Strong knowledge of construction processes, materials, and equipment.
- Excellent leadership, communication, and interpersonal skills.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE

- An earned master's degree from an accredited educational institution with major coursework in construction management, civil engineering, or related field.
- Five (5) years of experience in construction project management.
- Bilingual skills

SIGNIFICANT CONTACTS-frequency, contact, purpose

Works extensively with District and consultant staff, Procurement and Legal Department staff, and occasionally school administration to ensure the design work leads to high quality improvements to each and every school within the District.

PHYSICAL REQUIREMENTS

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently as needed to move objects

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

LINK TO JOB DESCRIPTION

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SKILLS

LOCATION PREFERENCES/ADDITIONAL INFOR

Advertisement Window: 04/09/2026 - Open Until Filled

Work Calendar: 244 Day Cal

Classification: Exempt

Compensation:

Educational Support Management Association of Broward, INC. (ESMAB)

PAY BAND C - \$76,639.00 - \$137,899.00