



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Executive Director of Construction Services

Exemption Status/Test: Nonexempt

Reports to: Assistant Superintendent for Business Services

Pay Grade/Days: Professional Pay Grade 11/226 Days

Dept./School: Business Services

Date Revised: January 2025

PRIMARY PURPOSE:

Provide strategic leadership and direction in managing the district's asset management and facilities planning. Responsible for planning, budgeting, coordinating with architects and contractors, and ensuring projects are completed on time and within budget, while adhering to district specifications and regulations.

QUALIFICATIONS:

Education/Certification:

Master's degree in Construction Science, Construction Management, Building Science, Civil Engineering, or a degree in an approved field of study or Ten (10) years of experience in construction, construction project management, architecture, or engineering on K-12 Facilities or closely related industry.

Knowledge/Skills/Abilities:

Ability to prepare bidding documents, including but not limited to notice and instructions to bidders, drawings, and specifications.
Familiarity with civil, structural, mechanical and electrical design and installation criteria.
Ability to understand, review, and approve construction financial documents, budgets, and pay applications.
Ability to make effective and persuasive speeches and presentations to management, parents, and taxpayers.
Proven ability and skill to manage construction projects.
Strong organizational, communication, and interpersonal skills.
Familiarity with building codes and zoning ordinances.

Experience:

Five years experience as a classroom teacher

MAJOR RESPONSIBILITIES AND DUTIES:

1. Work collaboratively to serve as liaison between campus principals, architects, engineers, consultants, and departments to develop, review, and finalize project plans, drawings, schematics, and specifications.
2. Conduct Design and Construction Consultant and Contractor Procedural Orientations to the Management and Administrative Requirements specific to HPISD Standards, Guidelines and Communications. Develop and Conduct individual project(s) Pre-Bid and Pre-Construction.



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3. Provide performance and objective reports on project progress to the Board and the Board's Bond Oversight Committee.
4. With Construction Manager (CM), conduct weekly construction phase meetings with the Contractor and Consultants, minute meetings in absence of CM, expedite RFI and RFP responses to Contractor(s) by Consultant(s), administer overall documentation compliance with construction phase management guidelines and schedules.
5. Oversee on-site inspection of construction projects to verify conformance with construction documents and programs, including but not limited to, material testing, overhead inspections, air-balancing, fire inspections, and conformance to Technical Design Specifications.
6. Coordinate with city, county, state, and federal officials to verify conformity with codes and ordinances regulating district construction projects.
7. Attend various project development and construction meetings or partnering sessions and assist in identifying methods to expedite the development process.
8. Manage and monitor the Project Architect(s) relative to the various phases of their responsibilities and ensure that they comply with policies and procedures.
9. Work collaboratively with district personnel and General Contractors to supervise warranty correction work, conduct walk-through inspections, and make final warranty checks prior to end of warranty periods.
10. Verify compliance of final close-out procedures for the general contractors, engineers, and job order contractors (i.e., new schools, additions, renovations, demolitions, and hazmat).
11. Perform all other tasks and duties as assigned.

Personnel Management:

12. Recommend staffing levels to support the ongoing work of the current bond programs including the warranty period for completed work.

Safety:

13. Maintain safety standards in conformance with federal, state, and insurance regulations and develop a program of preventative safety.

Other:

14. Perform disaster duty when needed.
15. Attend professional growth activities to keep abreast of innovative techniques in maintenance operations.
16. Respond to after hour's emergencies as needed.

Supervisory Responsibilities:

- Supervises and manages the work of the Design Consultants and Construction Contractors in meeting the design and construction projects objectives of the Bond program.
- Provides Guidance and Direction to Bond Program Project Managers and Construction Managers.
- Other duties as assigned.



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Mental Demands/Physical Demands/Environmental Factors:

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:

- Must be able to walk grounds and facilities.
- Must be able to climb ladders.
- Must be able to regularly drive to multiple locations.

Work Environment:

The environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Works in a typical business office environment, and at construction sites at schools.
- For new construction, works at underdeveloped lots.
- The environment will involve labor, such as moving light impediments, staking, measuring conditions, marking objects etc.

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____