

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: Assistant Supervisor of Construction (FLSA Status: Exempt)

- MINIMUM QUALIFICATIONS:**
1. U.S. Citizen or authorized alien
 2. Must have a basic and working knowledge of the programming, design, and construction process. Must have a working knowledge of planning principles.
 3. Five years' experience in building design and construction industry or related experience.
 4. Bachelor's degree in architecture, construction management, planning or related experience preferred; others given consideration for extensive building experience.
 5. Must have experience directing personnel and managing a budget.

REPORTS TO: Chief of Construction Services

JOB SUMMARY: To assist the Chief of Construction Services in insuring that all educational facilities are planned and constructed in a manner consistent with the highest standards of efficiency, safety, economy, and quality.

ESSENTIAL JOB FUNCTIONS:

1. Assists in implementing Board policy on all construction
2. Assists in planning for new construction by participating in pre-construction planning conferences
3. Assists as liaison between Board and architects, engineers, construction workers, and other consultants
4. Assists in coordinating required inspections and related engineering programs with public agencies
5. Assists in providing recommendations on architect selections
6. Assists in providing professional recommendations on building, construction and maintenance contracts
7. Assists in supervising observation of new building construction when required for each assigned construction project
8. Assists in generating short and long-term building needs and land purchases while working with other staff
9. Assists in visiting construction projects at frequent intervals to ensure plans, specifications, codes, and regulations are being observed and followed
10. Assists in supervising quality control and energy efficient program
11. Assists in reviewing and approving payment for invoices
12. Assists in investigating reports of faulty workmanship or materials in new construction and takes appropriate action under the terms of the guarantee
13. Assists in liaison with governmental agencies having jurisdiction over or providing services to school buildings
14. Assists in providing recommended resolutions of issues with local, state, federal agencies and neighborhood groups
15. Assists in making recommendations on time extension requests, assessment of liquidated damages, and assists in reviewing color schemes submitted by contract architects
16. Assists in investigating street utility improvements adjoining school construction project sites and adjoining school property
17. Assists in validating all completed buildings and construction as acceptable.
18. Assists in maintaining necessary records and prepares periodic reports.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Assists in performing other duties as assigned by the Superintendent or designee

PHYSICAL DEMANDS:

1. Must possess physical strengths and stamina to perform the essential job functions
2. Must possess the ability to climb ladders and scaffolding or to position oneself for inspections and surveying of buildings, grounds, structures, and facilities
3. The ability to work in concealed or restricted areas behind boilers and air-conditioning units
4. The ability to maintain access to construction sites that normally would be in compliance with ANSI A117, State Fire Marshal Requirements, and provisions of A.D.A. but would be accessible during construction.

ENVIRONMENTAL CONDITIONS:

The Assistant Supervisor of Construction performs duties both inside and outside. The Assistant Supervisor can be exposed to temperature variations of hot and cold. Surfaces can be wet, slippery, and of a variety of inclines and heights.

TERMS OF EMPLOYMENT: Twelve months per year

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy for Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____

Date: _____

Reviewed and agreed to by: _____

Date: _____

(Incumbent's Signature)

Incumbent's Name (Please Print)

Employee Identification Number

Original • Human Resources Department