

NEVADA UNION HIGH SCHOOL DISTRICT

Confidential Job Description

DIRECTOR OF CONSTRUCTION MANAGEMENT AND FACILITY PLANNING

- General Definition: Responsible for the planning, directing, and coordination of short and long- range planning of the construction and remodeling of school facilities.
- Under Supervision of: Assistant Superintendent, Business
- Supervision over: Director of Maintenance / Operations
- Employment Term: 12 months
- Hours of Employment; 8 hours per day
- Salary Range: Range 40 (Funded out of Mitigation Fees)
- Desired Qualifications:
- Education Bachelor's Degree from accredited college or university desired but not required.
- Experience: Minimum of two years of responsibility experience in school planning and construction, public construction or related construction. Experience in working successfully with public and private agencies and the building of basic relationships with State, County, and City agencies. Experience with working with architects, inspectors, and public construction.
- Skills: Skills to use the methods, materials, tools and equipment required in facility operations, communicate effectively, problem solve, price and estimate project costs, supervise personnel and projects.
- Position responsibilities:
1. Acts as District representative to the State Office of Local Assistance and the Office of State Architect for the purpose of serving as a resource to other school personnel.
 2. Acts as District representative to all contracted parties on construction and renovation projects.

3. Coordinates construction projects with school personnel for the purpose of ensuring efficient and safe operations.
4. Coordinates and directs the work of all general and specific contractors at the school sites for the purpose of implementing and maintaining services and programs.
5. Develops long and short range maintenance and operations plans and programs, (e.g. Deferred Maintenance Plan, emergency response plans, energy management plans, ect.) for the purpose of ensuring that the District's resources are effectively utilized.
6. Directs projects (site repairs/construction, preventive maintenance, ect.) for the purpose of prioritizing project and optimizing District resources.
7. Prepares various documents (cost estimates, budgets, reports, evaluation reports, contract specifications, ect.) for the purpose of providing necessary information to outside agencies and District personnel.
8. Solicits quotations for the purpose of providing cost information, making purchases, and securing items.
9. Attends various meetings (trainings, hearings, risk management, safety, ect.) for the purpose of addressing concerns, and providing and receiving information.
10. Act as District representative and attends construction meetings.

BOARD APPROVED
DATE

DEC 19 2002