

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR CONSTRUCTION MANAGER

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BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Facilities and Planning or designee, plan, organize, lead and monitor the activities and operations of assigned construction projects; coordinate and develop construction, reconstruction, alteration, relocation and other capital outlay projects; lead, train and supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize, lead and monitor the activities and operations of assigned construction projects; assure construction projects comply with established rules and regulations, construction project drawings and project specifications.

Coordinate and develop construction, reconstruction, alteration, relocation and other capital outlay projects; review plans, inspect construction projects, conduct investigations and provide recommendations concerning planning, design, construction, order changes, design modifications contract administration as appropriate; assure District officials are notified of project status.

Lead, train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to assigned personnel regarding construction activities. Participate in the formulation and development of policies, procedures and programs as requested.

Prepare and maintain a variety of reports, records and files related to engineering and construction issues, assigned activities and personnel.

Communicate with administrators, construction personnel, government officials and outside organizations to coordinate activities, resolve issues and conflicts and exchange information; serve as a liaison between administrators and construction personnel; confer with government officials and provide consultation to assure compliance with rules and regulations concerning financing, planning and construction of school facilities.

Oversee and approve payments to contractors or outside organizations according to established guidelines and procedures.

Monitor services provided by testing laboratories, survey crews, building inspectors and other such expertise.

Operate a computer and assigned software programs; operate other office equipment as assigned; operate a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned; prepare and perform oral presentations concerning proposed and ongoing construction program activities for public groups and government officials as required.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning and organization of construction projects and activities.
Methods, materials, tools and terminology used in construction.
Cost estimates and specifications.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and monitor the activities and operations of the Construction Department.
Coordinate and develop construction, reconstruction, alteration, relocation and other capital outlay projects.
Supervise and direct personnel with construction expertise and knowledge.
Train assigned personnel.
Interpret construction specifications, architectural drawings, diagrams and schematics.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare and maintain comprehensive reports.
Maintain consistent, punctual and regular attendance.
Hear and speak to exchange information and make presentations.

Move hands and fingers to operate a computer keyboard.
See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: college-level course work (minimum 90 units) in business administration, architecture, engineering, construction or related field and four years supervisory experience in construction work performing technical duties; alternatively, two of the four years in supervisory experience may be substituted with four years of advance technical experience in construction.

LICENSES AND OTHER REQUIREMENTS

Valid California Class C driver's license.
Personal transportation for job-related travel.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and outdoor environment
Driving a vehicle to conduct work.

HAZARDS

Working at heights or in confined spaces.
Contact with dissatisfied or abusive individuals.