

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR-CONSTRUCTION

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Facilities and Planning, plan, organize, control and direct construction, reconstruction, alteration projects, relocation of school buildings and facilities and other capital outlay projects; review plans, inspect construction projects, conduct investigations and provide recommendations related to construction activities; train and supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize, control and direct construction, reconstruction, alteration projects, relocation of school buildings and facilities and other capital outlay projects; prepare construction specifications and cost estimates as appropriate.

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

Review plans, inspect construction projects, conduct investigations and provide recommendations related to planning, design, construction, order changes, design modifications and contract administration to assure compliance with established rules, regulations, guidelines and procedures.

Serve as a liaison between administrators, District personnel, planning and construction agencies, construction inspectors, architects, contractors and other outside agencies; respond to inquiries and provide information concerning construction activities; consult government officials to assure compliance with laws and regulations related to financing, planning and construction of school facilities.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding construction projects and activities; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the Assistant Superintendent of unusual trends or problems and recommend appropriate corrective action.

Plan, organize and implement long and short-term programs and activities designed to enhance construction programs and services.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to engineering, construction and personnel issues and activities.

Develop and prepare the annual preliminary budget for the Facilities and Planning Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established

limitations.

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 and conferences as assigned.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction 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.

Train and provide work direction to others.

Principles and practices of administration, supervision and training.

Applicable laws, codes, ordinances, regulations, policies and procedures.

Long and short-term programs designed to enhance construction programs and services.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct construction, reconstruction, alteration projects, relocation of school buildings and facilities and other capital outlay projects.

Supervise the performance of assigned personnel.

Review plans, inspect construction projects, conduct investigations and provide recommendations related to construction activities.

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 comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

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.
Climb ladders to inspect construction sites.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree in architecture, engineering, construction management or related field and five years increasingly responsible experience in the administration of construction projects.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

HAZARDS:

Working at heights.