

CLOVIS UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position:	Director of Construction and Engineering	FLSA:	Exempt
Department/Site:	Facility Services	Salary Grade:	53
Reports to/Evaluated by:	Asst. Superintendent, Facility Services	Salary Schedule:	Non-Operations

SUMMARY

Under administrative direction plans, supervises, and coordinates the planning, engineering and preparation of construction documents. Observes construction activities to ensure compliance with plans and specifications and administers construction contracts, processes contractor payment applications and negotiates change orders.

DISTINGUISHING CAREER FEATURES

Under administrative direction plans, directs and coordinates the activities and operations of the Construction and Engineering office within the Facility Services Department. Coordinates assigned activities with other divisions, outside agencies, and the general public in connection with accomplishing capital construction projects. Provides highly responsible and complex staff coordination to the Director of Plant Operations and Senior District Administrators. Communications are broad in scope, extending to outside experts and agencies, and may be highly technical in nature.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates the organization, staffing, and operational activities for construction and engineering program including inspection services for major construction projects, planning, and design for small construction and remodel projects.
- Participates in the development and implementation of goals, objectives, policies, and priorities for Construction and Engineering operations. Identifies resource needs. Recommends and implements policies and procedures.
- Selects, trains, motivates, and evaluates Construction and Engineering personnel. Provides or coordinates staff training. Works with employees to correct deficiencies. Implements discipline and termination procedures.
- Develops, coordinates, and reviews the work plan for Construction and Engineering operations. Meets with staff to identify and resolve problems. Assigns work activities and project responsibilities. Monitors work flow. Reviews and evaluates work products, methods and procedures.
- Identifies opportunities for improving service delivery methods and procedures. Reviews with appropriate management staff. Implements improvements.
- Develops and administers the Construction and Engineering operations budget. Forecasts additional funds needed for staffing, equipment, materials, and supplies. Directs the monitoring of and approves expenditures. Recommends adjustments as necessary.
- Coordinates construction and engineering operations with those of other divisions and outside agencies and organizations. Provides coordination project design and construction with the Director of Plant Operations. Prepares and presents staff reports and other necessary correspondence.

- Attends and participates in professional group meetings. Stays abreast of new trends and innovations in the fields of construction and engineering.
- Supervises and may perform the most difficult and complex inspections related to construction and alteration projects. Supervises and coordinates the work of other inspectors performing inspections on construction projects.
- Enforces building codes and regulations relating to school building construction. Inspects and passes on the suitability of construction equipment and quality of materials and workmanship.
- Assists in the design and preparation of drawings for in-house projects. Prepares cost, time, and labor estimates. Contributes to the preparation of plans and bids for construction and remodel projects. Contracts for labor and materials. Provides contract Administration and management for the Facilities Department.

QUALIFICATIONS

Knowledge and Skills: In-depth knowledge of the operational characteristics, services and activities of a construction and engineering program and modern and complex principles and practices of construction and engineering. Requires comprehensive knowledge of the materials and methods used in the construction of wood, steel and frame, masonry and concrete buildings and drafting principles and methods. Requires in-depth of the principles of contract negotiation and management. Must be thoroughly familiar with the California Building Code, including public school building regulations for the handicapped. Must know and understand rules, regulations and safety orders of the Division of Industrial Safety as applied to the construction, operation, and maintenance of buildings. Requires comprehensive knowledge of District organization, operations, policies and objectives and pertinent Federal, State and local laws, codes and regulations.

Abilities: Requires the ability to manage and coordinate the work of assigned personnel. Will select, supervise, train, and evaluate staff. Must be able to interpret and explain District construction and engineering policies and procedures. Must be able to prepare clear and concise reports. Requires the ability to read, understand and interpret plans, blueprints and specifications for building and grounds projects. Must be able to prepare cost estimates, write construction or equipment specifications and prepare bids. Requires the ability to inspect construction projects to detect deviations from plans and specifications. Will serve as liaison between contractors and architects. Must have appropriate computer skills with ability to utilize project management software.

Physical Abilities: Requires arm, hand, finger dexterity to operate keyboard and other office equipment. Requires visual acuity to read words, blueprints, plans and schematics. Requires physical ability to access construction sites as needed to supervise or inspect construction operations.

Working Conditions: Normally works in an office setting, with minimal exposure to safety or health hazards. May periodically work outside with exposure to inclement weather.

Education and Experience: Bachelor Degree with major course work in engineering, architecture, industrial technology or a related field; supplemented by five (5) to seven (7) years of broad and extensive experience as a representative of an architectural, engineering, private contracting firm, or construction management firm providing project design and/or construction management services for major public works building projects.

Licenses and Certificates: Requires a valid California Drivers License.