

## SCHOOL DISTRICT OF ESCAMBIA COUNTY

### JOB DESCRIPTION

#### MANAGER IV – CONSTRUCTION PROJECTS

#### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution in Building Construction, Engineering, Architecture, Construction Management or related field.
- (2) Minimum of five (5) years successful experience in an administrative, supervisory, technical or professional position for the administration of construction facilities operation.
- (3) Preference will be given registered engineers and/or architects or related equal experience.
- (4) Must be able to obtain required certification.
- (5) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of methodologies related to design, construction and inspection of construction projects as well as process knowledge of various construction delivery methods. Working knowledge and experience in the implementation of state statutes, state requirements for educational facilities and School Board policies and guidelines related to construction. Ability to communicate effectively, both orally and in writing. Skills in positive people management. Ability to organize, manage time and prioritize duties. Possess analytical skills for problem solving. Knowledge of construction techniques and budgets for construction. Knowledge of county zoning building codes. Knowledge of current research, trends and best practices.

#### REPORTS TO:

Director II - Facilities Planning

#### JOB GOAL

To effectively and efficiently manage the design, construction, start-up and completion of the District's construction projects.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Develop scope and budget for School District construction projects.
- \* (2) Assist in the selection of design professionals, assist the design professionals in each phase of the design and coordinate with and assist instructional and curriculum personnel in the design and construction of each project.

**MANAGER IV – CONSTRUCTION PROJECTS (Continued)**

- \* (3) Evaluate project design for benefits to the District, liability, construction ability, ease of maintenance and compliance with District guidelines.
- \* (4) Oversee the bidding or negotiating of projects and change orders.
- \* (5) Monitor the progress and various aspects of construction projects in accordance with SREF regulations.
- \* (6) Coordinate with accounting personnel regarding work completion and authorization for payment.
- \* (7) Manage assigned projects, optimizing safety and efficiency, in accordance with the guidelines outlined in the Facilities Planning Handbook.

**Inter / Intra-Agency Communication and Delivery**

- \* (8) Interact with District staff, maintenance and capital improvements personnel, school administrators and other school personnel, state authorities, architects, engineers, managers, supervisors, contractors and vendors to design, develop and schedule projects, exchange information, resolve issues, provide service, motivate, negotiate and mediate as necessary.
- \* (9) Serve as a liaison with the Florida Department of Education for assigned areas of responsibility.
- \* (10) Keep Director III – Facilities Planning informed of potential problems or unusual events.

**Professional Growth and Improvement**

- \* (11) Keep well informed about current trends and best practices in assigned areas of responsibility.
- \* (12) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (13) Maintain a network of peer contacts through professional organizations.
- \* (14) Attend training sessions, conferences and workshops to stay current in areas of responsibility.

**Systemic Functions**

- \* (15) Assist in developing the District budget and monitor its implementation.
- \* (16) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- \* (17) Represent, consistently, the District in a positive and professional manner.
- (18) Perform other incidental tasks consistent with the goals and objectives of this position.

**Leadership and Strategic Orientation**

- \* (19) Provide leadership and direction for the assigned areas of responsibility.
- \* (20) Utilize appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \* (21) Provide oversight and direction for cooperative planning with other agencies.
- \* (22) Set high standards and expectations for self and others.
- \* (23) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \* (24) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \* (25) Facilitate problem solving by individuals or groups.
- \* (26) Assist in implementing the District's goals and strategic commitments.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**MANAGER IV – CONSTRUCTION PROJECTS (Continued)**

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities

**Professional Salary Schedule – Pay Grade 6**

**Date of Board Approval: August 21, 2001**

**Date of Revision: October 22, 2002**