



JOB DESCRIPTION

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| Number: | Title: | Sr. Director, Operations - Construction |
| Nature of Position | This position is responsible for directing the District's programs for oversight and governance, construction planning, design, renovations and school utilization and other activities associated with the function in accordance with the District's mission, vision, and goals. | |
| Reports To | Title: | Executive Director Operations |
| Education | Required | <ul style="list-style-type: none"> • Bachelor's degree from an accredited college or university |
| | Preferred | <ul style="list-style-type: none"> • Advanced degree in architecture, engineering, facilities planning, or construction management • Courses in business administration, public relations, real estate, accounting, school finance, and communications |
| Experience, Skill, and Certification | Required | <ul style="list-style-type: none"> • Fifteen years responsible experience in a supervisory capacity as a construction manager, project manager, or project engineer • Demonstrable working knowledge of federal, state, and local codes as they relate to construction projects and facilities; tools, materials, and standard construction practices and procedures; planning, estimating and blueprints; and Georgia State Safety Codes as they apply to school buildings • Proven project management skills • Demonstrated ability to coordinate and work with contractors and vendors • Excellent written and oral communication skills, including presentations, correspondence, and reports • Team player who is willing to adapt to and evolve with the changing needs of the organization • Ability to prioritize, keep projects on schedule and manage time effectively • Ability to work in a fast-paced environment that changes rapidly to fit the needs of the organization • Proficiency in Microsoft Office software, AutoCAD, project management software, internet search, and construction drawing and mapping tools • Valid Georgia Driver's License • Knowledge of: <ul style="list-style-type: none"> i) Principles and practices of organization, management, budget preparation, expenditure control, personnel administration, supervision, and training ii) Extensive principles, methods, and practices of school business administration, with particular reference to educational facility planning, school utilization, architectural and engineering procedures, and activities related to the management of real estate and construction iii) Sources of funding for school building programs iv) School and contract law relative to public work project v) Accounting principles and construction cost estimating and containment vi) Auditing principals for construction contracts and projects vii) Ability to develop and review design guidelines • Ability to: <ul style="list-style-type: none"> i) Plan and coordinate a variety of construction planning functions ii) Formulate and implement program goals, objectives, and schedules iii) Evaluate the effectiveness of organization, staffing procedures, and related matters iv) Develop and implement operating changes required to achieve goals and objectives |

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| | | <ul style="list-style-type: none"> v) Collect and analyze data and present effective oral and written reports vi) Supervise the activities of others engaged in various technical activities vii) Establish and maintain effective relationships with officials of public and private organizations, employees, co-workers, and the general public viii) Write project management policies and procedures ix) Provide oversight and governance of construction projects x) Develop strategic plan for local facilities maintenance plan xi) Qualify as a member of the incident command team and conduct assessments during national disasters xii) Update and maintain the district's Facilities Condition Assessment. xiii) Identify real estate for district and review real estate contracts | |
| | Preferred | Directs, coordinates, and reviews the Department's District-wide Local Facilities Plan and ESPLOST Plan. Provide oversight and governance over multiple construction projects. | |
| Duties and Responsibilities | <ol style="list-style-type: none"> 1. Directs, coordinates, and reviews the Department's District-wide programs in the areas of construction planning, design and project management. 2. Inspects and reviews the work of design professionals, program management, contractors, new projects and renovation projects. 3. Develops and monitors funding for District construction projects from both State and alternative sources. 4. Directs and reviews the preparation and administration of budgetary materials and assists in exercising administrative control over expenditures for construction and alteration of facilities. 5. Evaluates organization, policies, and procedures related to construction planning and approves and recommends changes. 6. Represents the District in meetings with contractors, local public agencies, community groups, and others. 7. Interprets and explains school construction and maintenance procedures, funding strategies, asset management procedures, and building and construction program regulations to Board members, parents, community representatives, school administrators, the press, and others. 8. Directs and reviews personnel management, including training, safety, evaluation, and discipline. 9. Reviews and prepares reports and correspondence. 10. Evaluates records and report systems and makes or recommends improvements. 11. Provides support for Executive Director of Operations. 12. Performs other duties as necessary for the effectiveness of the organization. 13. Evaluate services provided by design professionals and construction contractors. 14. Manage the district's vendor/contractor evaluation process. 15. Review all construction contracts for compliance. 16. Services as the district representative during project meetings. 17. Performs other duties as necessary for the effectiveness of the organization. | | |
| Terms of Employment | Incumbents will be considered "at will." Appropriate pay will be determined based on the Grade as determined by Human Resources and allowable experience. This is a 260 day position. (A-3) Exempt New 09-17 | | |
| Approvals | Director Level | | DATE |
| | Chief Level | | DATE |
| | Human Resources | | DATE |
| | Superintendent | | DATE |



JOB DESCRIPTION SUPPLEMENT

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| Number: | Title: Sr. Director, Operations - Construction |
| Non-Essential Responsibilities | <p>A responsibility is considered to be “non-essential” (for the purposes of compliance with the Americans with Disabilities Act) if:</p> <ul style="list-style-type: none"> • it is shared between multiple incumbents in the job; or • it could be performed by an employee in another job within the workgroup. <p>Note the responsibility number from the list in the “Duties and Responsibilities” section for those responsibilities that could be considered “non-essential” based on this definition.</p> |
| | None |
| Physical and Sensory Demands | <p>Most jobs in the District have physical and sensory demands that can be described by one of the two categories noted below. For jobs that require more physical or sensory effort, please list the requirements in this section. Check the box that is applicable for this position and complete any necessary information.</p> |
| | <p><input checked="" type="checkbox"/> OFFICE Employees in this category are normally exposed to a typical environment. The employee has some control over the length of time sitting, standing, or ambulating. There are occasions that require the lifting or pulling of equipment or supplies, as well as bending, stooping, or stretching. There is frequent use of computers, telephone, and other standard office equipment, which includes reading, listening, writing, or speaking. There are few exceptional physical or sensory demands.</p> |
| | <p><input type="checkbox"/> CLASSROOM Employees in this category spend at least most of the workday in a typical classroom or related educational environment. There will be prolonged periods of standing or walking, and there may be frequent bending, stooping, or stretching. There are occasions that require the lifting or pulling of equipment or supplies. Reading, listening, writing, and speaking are requirements. There are few exceptional physical or sensory demands, but there may be occasions that require the lifting or restraint of a student.</p> |
| | <p style="text-align: center;">EXCEPTIONAL PHYSICAL OR SENSORY DEMANDS (Check any that apply to this job and complete the required information.)</p> <p><input checked="" type="checkbox"/> Occasional heavy lifting of up to 25 pounds of materials for recruitment fairs, etc.</p> <p><input checked="" type="checkbox"/> Frequent climbing up to _____ feet, and/or working on building roofs.</p> <p><input checked="" type="checkbox"/> Exposure to heavy dust, dirt, chemical or paint fumes, or other airborne matter.</p> <p><input checked="" type="checkbox"/> Exposure to extreme heat, electric current, hazardous chemicals or other potential hazards.</p> <p><input checked="" type="checkbox"/> Sitting or standing for extended periods with no control over rest periods.</p> <p><input checked="" type="checkbox"/> Other: Incumbents must hold a valid driver’s license, must have reliable personal transportation, and must be able to drive between various sites each day.</p> |