



Job Title: Administrator – Construction & Environmental Services **Exemption Status/Test:** Exempt

Reports to: Executive Director of Facilities & Maintenance **Date Revised:** May 21, 2015

Dept. /School: Facilities/Padgett

Primary Purpose:

Coordinate all construction activities dealing with the Capital Improvement Plan (CIP), the District's Critical Facility and Safety Project Plan and day-to-day Facilities and Maintenance Department construction projects. Oversee construction activities, including but not limited to budgeting, planning, design, and insuring that the GISD Facilities technical design guidelines are followed. Supervises the Environmental Supervisor who is responsible for the design and implementation of proactive policies, assurance standards, and leadership in effectively managing environmental compliance efforts as required by local, state, and federal regulatory agencies.

Qualifications:

Education/Certification:

Bachelor's Degree required with five years' experience in construction project management, capital improvement planning, construction project management, general maintenance construction, contract administration, procurement of construction services and environmental regulations related to asbestos and mold within a K-12 educational setting.

Certification and/or license as a Texas Department of State Health Services (TDSHS) Asbestos Management Planner, Asbestos Inspector, Asbestos Project Designer and Mold Assessor or the ability to obtain such certification/license within six months of employment.

Valid Texas drivers' license with good driving record

Experience:

Minimum five (5) years' experience in construction project management, capital improvement planning, construction project management, general maintenance construction, contract administration, procurement of construction services and environmental regulations related to asbestos and mold within a K-12 educational setting

Minimum of five (5) years' supervisory experience

Special Knowledge/Skills:

Ability to manage personnel

Effective planning and organizational skills

Ability to manage multiple and simultaneous construction projects

Manage construction schedules and budget

Develop Construction Sealed Proposals (CSPs) for GISD Purchasing Department to advertise

Develop and oversee construction contracts with assistance from Purchasing Budget Specialist

Major Responsibilities and Duties:

1. Manage and coordinate the construction activities of all contractors working for School Facilities.
2. Prepare required plans, specifications, and Board related documents in support of the GISD School Facilities Capital Improvement Program.
3. Works with Executive Director of GISD School Facilities, Architects, Engineers and GISD Purchasing Department to develop RFP, CSP and RFQ specifications.
4. Initiates and approves contracts and requisitions for the submittal to Executive Director of GISD School Facilities.
5. Reviews and writes specifications for goods and services, ensuring compliance of GISD construction standards and state and federal code requirements.
6. Assists with preparing and administer the capital improvement budget, analyze and review budget and financial data, and monitor and authorize expenditures in accordance with established guidelines.
7. Accomplishes construction project results by defining project purpose and scope; calculating resources required; establishing standards and protocols; allocating resources; scheduling and coordinating staff and sub-contractors; evaluating milestone assumptions and conclusions; resolving design problems; evaluating and implementing change orders.
8. Meets construction budget by monitoring project expenditures, identifying variances and implementing corrective actions.
9. Coordinate all Environmental projects as they relate to implementation of Capital Improvement Plan and School Facility construction projects.
10. Perform all other tasks and duties as assigned.

Supervisory Responsibilities:

Supervise the Environmental Supervisor

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including computer and peripherals; may use small hand tools and power tools; light truck or van and construction management software for budgeting and scheduling multiple projects

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions

Motion: Frequent walking, climbing stairs/ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Regular moderate lifting and carrying (15-44 pounds); occasional heavy lifting (45 pounds and over)

Environment: Work outside and inside on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent district-wide travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.