

MORGAN HILL UNIFIED SCHOOL DISTRICT

Job Description

POSITION TITLE: *Director of Construction/Modernization*

GENERAL DESCRIPTION:

Under the supervision of the Superintendent, the Director will represent the District in the role as 'Owner' in the renovation and new construction of school facilities.

DISTINGUISHING CHARACTERISTICS:

To aid in the design of appropriate, effective, efficient, and safe school facilities and to perform a wide range of professional, administrative, advocacy and liaison duties involved in the facilities planning process.

REPRESENTATIVE DUTIES:

- Organizes information, prepares materials, creates agendas for administrative meetings, the oversight committee, School Board, staff and public presentations.
- Responsible for all project communications. Maintains project records and database working closely with the Superintendent to track and record all costs associated with the bond. Responsible for designing and maintaining an input and feedback process.
- Works closely with administration, principals, site coordinators and staff to evaluate and communicate special facility needs related to education programs. Mitigates the impact of construction and construction sequencing on educational programs by working collaboratively with the project consultants and contractors.
- Manages the preparation of 'Requests for Proposals' and/or 'Statements of Qualification,' assisting in the selection of consultants.
- Directs consultants' work including managing contracts, invoicing, reviews, approvals and requests for additional services, etc.
- Develops and maintains project plans and budgets for modernization and construction program.

EMPLOYEE STANDARDS:

Knowledge of:

- Effective group process and facilitation skills and public relations techniques;
- Effective written and oral communication using correct English and grammar skills;
- General terms, procedures and practices in the planning, design, construction, rehabilitation, maintenance, and operation of school buildings and facilities;
- Requirements of the Public Contract Code, State Education Code, State Department of Education, State Allocation Board, State Department of Finance, Office of Regulatory Services and Office of Local Assistance as they apply to the facility planning and construction process;
- Theories of education facility design, instructional theory, methods and practices, and State education facilities guidelines.

Ability to:

- Aide in the design of appropriate, effective, efficient, and safe facilities; interpret data from a variety of sources to extract necessary data for preparation of plans and reports;
- Listen and analyze problems and develop solutions;
- Conduct research, prepare and present oral and/or written reports and represent the District;
- Control quality of project, schedules and budgets;
- Perform a wide range of professional, administrative, advocacy, and liaison duties involved in the facility planning process;
- Establish and maintain effective working relationships with District administrators and representatives of a wide variety of public agencies, community groups and private industry;
- See and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.

WORKING CONDITIONS:

- Moderate to strenuous physical effort for extended periods of time. Physical demands include standing and/or walking for extended periods, bending at the waist pushing, pulling, twisting, turning, climbing ladders and scaffolds and dexterity of hands and fingers.
- Moderate to high stress level.

ENVIRONMENTAL CONDITIONS:

- Work environment – indoors and outdoors.
- Temperature – usually normal climate, occasional adverse weather conditions.
- Chemical exposure – solvents, paints, lacquers, varnish, chlorine, acid and refrigerants.

- Fumes/gases/odors – occasional.
- Dust – occasional.

EDUCATION:

- Bachelors Degree or equivalent experience. Major in architecture, construction management, civil engineering or related field desirable.

OCCUPATIONAL CERTIFICATES/LICENSES:

- Valid California driver's license.
- Fingerprint clearance from Department of Justice.

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Adopted: January 28, 2002