



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Director of Construction Services**
Job Family: **Administrative**
Prepared/Revised Date: **September 21, 2018**

FLSA Status: **Exempt**
Pay Range: **J**
Job Code: **10331**

SUMMARY: Responsible for creating and maintaining short and long-term plans for the design, construction and renovation of district facilities. Provide strategic facility planning and development. Oversee bond fund program, and the designing, scheduling, budgeting, and monitoring of construction projects involving new and existing buildings, building systems, and other site and facility amenities. Establish and maintain effective partnerships with community leaders and businesses.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	
1.	Provide leadership for activities related to construction and facility planning including: project programming for district facilities, monitoring of construction, building code compliance, school capacity, facility master planning. Work collaboratively with Finance on the selection of architects/engineers, design and bid processes for school construction and remodels.
2.	Monitor department projects, activities, and goals to ensure performance objectives are met within budget and within established operational practices. Make periodic observations of projects for the purpose of ensuring compliance with design intent.
3.	Assist in the planning for future construction including land acquisition, master site planning, facilities design, and construction.
4.	Collaborate with a variety of internal and external groups (department heads, directors, auditors, community organizations, regulatory agencies, municipalities, etc.) for the purpose of implementing strategic facility planning and development.
5.	Develop documents and presentation materials, independently and/or through delegation to other personnel (i.e., plans, proposals, budgets, purchasing procedures, grant opportunities, etc.) for the purpose of implementing and maintaining services and/or programs.
6.	Work collaboratively with other administrators for facility planning activities including building condition assessments and educational program needs assessments.
7.	Monitor internal controls, work processes, and programs for proper procurement to ensure accurate and timely accounting in accordance with regulatory requirements and established district policies and guidelines.
8.	Facilitate and participate in meetings, workshops, and seminars with planners, architects, contractors, and others for the purpose of representing the school district on all matters of facility planning and construction.
9.	Serve on and support committees involving school capacity, facility planning, and boundaries.
10.	Attend work and arrive in a timely manner.
11.	Perform other duties as assigned.



EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in architecture, planning, engineering, or construction management required; construction management degree preferred
- More than ten years of experience in construction management/facility planning required
- Experience in PK-12 school facility planning and project management strongly preferred
- Equivalent combination of education and experience will be evaluated

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver's license
- Architect or Professional Engineer License desirable

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions and manage multiple priorities
- Ability to diffuse and manage volatile and stressful situations
- Ability to write and negotiate large dollar amount contracts
- Ability to interpret technical information to the superintendent and BOE
- Knowledge of and ability to interpret life safety codes, ADA regulations, AIA documents, construction documents, and State, City, and local statutes and regulations
- Knowledge of sustainable building design, construction strategies and practices including basic understanding of USGBC LEED certification criteria
- Knowledge of and ability to employ an integrated approach to planning and designing construction projects
- Ability to develop intricate budgets and perform detailed analysis of budgets
- Ability to effectively communicate to BOE, superintendent, directors, staff members, contractors, engineers, architects, and community members
- Ability to be a part of and work with a team
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, superintendent policies and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office products, and/or other department software packages.
- Knowledge of AIA ACD5 Online Document System preferred.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.



REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Executive Director of Operations	
Direct reports:	Project Manager II	2
	Project Manager I	
	Project Coordinator	1
	Construction Manager	
	Office Manager	1

- Responsible for interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding, disciplining and terminating employees; and addressing complaints and resolving problems.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit		x		
Use hands to finger, handle or feed		x		
Reach with hands and arms		x		
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste	x			
Smell		x		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy		x		
Coordinate				x
Instruct			x	
Compute		x		
Synthesize			x	
Evaluate				x
Interpersonal Skills				x
Compile		x		



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Negotiate				x

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts		x		
Work in high, precarious places	x			
Fumes or airborne particles		x		
Toxic or caustic chemicals	x			
Outdoor weather conditions		x		
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock		x		
Work with explosives	x			
Risk of radiation	x			
Vibration		x		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	