

DIRECTOR OF 3B MLO CAPITAL CONSTRUCTION

Job Title:	Director of 3B MLO Capital Construction
Initial:	April 13, 2017
Revised:	
Work Year:	261 Days
Office:	Operations
Department:	Facilities
Reports To:	Chief Operations Officer
FLSA Status:	Exempt
Pay Range:	Administrative Salary Schedule

Related Organization Chart



POSITION SUMMARY: The Director of 3B MLO Capital Construction plans, directs, and oversees all aspects of the 2016 3B MLO capital construction program in the district, ensuring delivery of quality projects within budget and on time. The Director of 3B MLO Capital Construction is responsible for the execution of the district’s voter approved 3B MLO capital construction program while meeting scope, quality, budgets, schedules and communication objectives.

Note: This position will sunset with the completion and close out of the 3B priority 2, 3 and 4 capital construction projects.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary.

- Directs, coordinates and collaborates with the 3B capital construction team consisting of long range planning, owners representative, general contractors and purchasing.
- Reviews projects scopes, budgets, schedules, and projected outcomes prepared by project management firms.
- Oversees coordination of architect, engineer, construction and other consultants in coordination with project management firms.
- Ensures compliance with district contracting policies and procedures for all assigned projects as well as enforcement of contractual provisions.
- Exercises proactive management of scope, quality, schedule and budget issues. Develops alternatives to resolve project budget shortfalls.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Coordinates review of project designs and specifications and resolves stakeholder and professional staff with differing viewpoints.
 - Participates in planning meetings with design professionals, district stakeholders, community representatives and governing agencies. Liaison with MLO Oversight Committee.
 - Interfaces with the Chief Operations Officer, other chief officers, the senior leadership team, the MLO Oversight committee, the facilities management department, and the Board of Education
 - Coordinates and collaborates with long range planning and design teams associated with construction of new schools, additions to existing facilities, and remodeling of existing facilities
 - Ensures that educational, technological, mechanical/technical specifications, and code requirements are incorporated into building design plans
 - Participates in the selection of architects, general contractors, sub-contractors, and other vendors as appropriate
 - Develops and delivers regular update reports to the BOE
 - Performs regular site inspections
 - Arranges and coordinates construction observation and materials testing with independent testing agencies
 - Assists in the development of Request for Proposals (RFP), Request for Qualifications (RFQ), and Request for Information (RFI) as a technical expert
 - Assists in the planning, coordinating, and packaging of goods and services to maximize volume pricing whenever possible
 - Assists the district with the development of sustainability goals, objectives and initiatives
 - Assists with project environmental conditions, such as hazardous materials, asbestos, lead, storm water, dust, noise, and erosion control
 - Attends preliminary and final inspections and re-inspections with architect, consultants and contractors
 - Conducts pre-construction conferences and participates in weekly construction project meetings with architect and contractors, as needed
 - Coordinates check-out and operations of new equipment and systems, attends building systems start-up, maintenance training; receives as-built documents and Certificate of Occupancy; issues Letter of Acceptance; establishes and enforces warranty procedures and contacts; advertises and approves contractor final payment; and directs warranty period activities
 - Coordinates construction activities and schedules work as needed, with affected departments / sites
 - Coordinates the move out and the move in of school occupants and resources
 - Coordinates the owner furnished equipment installations with district staff and the contractors' construction activities
 - Coordinates the resolution of warranty issues and initiates the required 11-month and 22-month inspection with architect, consultants and contractors
 - Coordinates the work of architects, engineers and other professional consultants during the planning, programming, and design phases of new building and renovation projects
 - Develops project scope, determines appropriate method for accomplishment, and prepares project request packages for approval
 - Ensures security, safety, cleanliness, and maintenance of district facilities in cooperation with appropriate district staff
 - Establishes cost estimating relationships with contracted consultants, historical costs, estimating manuals, and contractor bids and proposals
 - Establishes procedures, techniques, and reports for monitoring budget cost controls
 - Manages and administers construction contracts to include review and approval of contractor and consultant payment applications, change orders and requests for substitution
 - Manages multiple projects simultaneously, as assigned
 - Monitors project control activities including construction schedule, project costs, construction document interpretations, project submittals, and shop drawings

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- Monitors the performance of architects, consultants, general contractors, subcontractors and suppliers and evaluates at the conclusion of the project
 - Oversees and maintains up-to-date facilities blueprints, electronic files, drawings, site maps, photographs and manuals
 - Oversees contract close-out activities
 - Reviews plans, specifications, and other contract documents to ensure compliance with the districts educational and technical specifications
 - Reviews the construction sequencing schedules to coincide with educational activities
 - Reviews, updates, and interprets the districts technical and educational specifications
 - Serves as a quality assurance evaluator to ensure appropriate construction standards; completes projects in accordance with applicable building codes, regulations, guidelines, etc.
 - Visits job sites and ensure compliance with the standards.
 - Performs other associated duties as assigned.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- Bachelor's degree in construction management, engineering, or architecture or equivalent experience in facilities management, construction management

Experience:

- Ten years of experience as Director of K-12 facilities, building automation and or construction management
- Five (5) years of experience with design, planning, and management of school construction projects

Skills & Knowledge:

- Familiar with AutoCAD or similar
- Microsoft Project or similar project management or scheduling software
- Working knowledge of estimating principles
- Basic math and accounting skills
- Ability to read and understand construction drawings, and specifications
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to collaborate with colleagues in a professional manner
- Ability to establish and maintain effective working relationships with school and district personnel and members of the public
- Ability to interpret and evaluate obscure/vague information in the development of new solutions for complex technical problems
- Ability to meet physical demands
- Ability to prepare drawings and specifications for small construction projects
- Ability to think and organize sequentially
- Ability to work independently without direct supervision
- Ability to work to resolve conflicts in an atmosphere of mutual respect
- Strong organizational, interpersonal, written, listening, and verbal communication skills
- Thorough knowledge of commercial construction and remodeling
- Thorough knowledge of construction, energy management, and sustainable design

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- Thorough knowledge of health, safety, and playground regulations and requirements

Certificates, Licenses, & Registrations:

- Criminal background check required for hire
- Valid Colorado driver's license required for hire
- Ability to frequently travel among district facility locations

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 25 pounds frequently.

Work Environment: While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; and outdoor weather conditions and vehicle vibration.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

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