



SUPERVISOR, CONSTRUCTION

GENERAL RESPONSIBILITIES

The position is responsible for overseeing new construction and renovations to ensure that facilities are built in accordance with plans and specifications and state and local codes.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assign and coordinate construction inspectors to ensure that facilities are built in accordance with plans and specifications and state and local codes.
- Ensure that plans are properly reviewed during the development phase.
- Review pay requests, change orders and time delays.
- Report to project managers, the director and assistant superintendent on any time delays, discrepancies and monetary issues.
- Prepare weekly status report required by the state.
- Make daily inspection visits to ensure construction is proceeding on schedule.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the principles, practices and procedures of building construction; comprehensive knowledge of the general laws and administrative policies governing school budgeting and financial practices and procedures; comprehensive knowledge of risk management techniques and methods; ability to develop and present ideas effectively, orally and in written form; ability to establish and maintain effective working relationships with contractors, architects, engineers, school administrators, the School Board, associates and general public.

EDUCATION AND EXPERIENCE

Graduation from high school and extensive experience in any of the building trades in construction work as well as experience as a construction inspector.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

FLSA status: Exempt	Description: Rev. 6/00
---------------------	------------------------