

## CHICO UNIFIED SCHOOL DISTRICT CONSTRUCTION MANAGER

### **DEFINITION**

Under general administrative direction, assume responsibility for the coordination and organizing of construction, reconstruction, alteration projects, relocation of school buildings and facilities, and other capital outlay projects.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Review plans, inspect construction projects, and make recommendations to insure compliance with legal requirements, construction project drawings and specifications.
- Keep District officials informed of status of construction projects through conferences and written reports.
- Prepare analyses and reports on engineering and construction problems.
- Prepare and provide explanations on proposed and on-going building program activities before public groups and official bodies, as required.
- Serve as liaison among District administrators, construction inspectors, architects and contractors, planning and construction agencies.
- Conduct investigations and make recommendations in connection with planning, design, construction, change orders, design modifications and contract administration in the District's building program.
- Coordinate activities on projects beginning with the preparation of educational specifications through occupancy stage of construction.
- Meet and confer with appropriate officials in the State, County and City government and make professional recommendations to insure compliance with laws and regulations governing financing, planning and construction of school facilities.
- Evaluate assigned personnel.
- Perform related duties as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

- Building construction methods and material;
- The preparation of cost estimates and specifications;
- Methods, materials, tools and terminology used in the building trades;
- Applicable codes, ordinances and regulations;
- Supervision and evaluation techniques;

#### **Ability to:**

- Ready and interpret construction specifications, architectural drawings, diagrams, and schematics;
- Coordinate and inspect construction and maintenance projects;
- Analyze situations and develop appropriate recommendations;
- Establish and maintain effective working relationships with others.
- Communicate effectively in both oral and written English.

## **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 25 to 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, scaffolding and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handling and working with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

#### **Experience:**

Four years of increasingly responsible technical experience in building construction work with management or supervisory experience.

#### **Education/Training:**

Any combination of education or experience equivalent to graduation from a 4-year college or university with specialization in Business, Engineering, or Construction Management.

#### **License or Certificate:**

Possess and maintain valid California Driver's License.

#### **Special Requirements:**

Sufficient vision to read printed materials; sufficient hearing to conduct in-person and telephone conversations; sufficient body movement and mobility to drive a car, climb, bend, and kneel; ability to speak in an understandable voice with sufficient volume to be heard in normal conversation.

PC - June, 1998