

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Construction Projects Program Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Facilities Management	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	051 AASD Supervisors'
REVISED:	July 1, 2002		

BASIC FUNCTION:

Plan, organize, and supervise the functions of the construction projects program; supervise implementation of construction and maintenance projects and minor construction contracts for all program services, including the California deferred maintenance program; coordinate services with site administrators, other site staff, and maintenance unit staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Plan, organize, schedule, assign, and supervise construction projects program services. **E**

Supervise staff, including lead and journey-level craft workers, skilled and semi-skilled specialized craft workers, laborers, helpers, and support staff. **E**

Establish priorities for all projects within the program. **E**

Establish and implements sound construction and maintenance standards and practices. **E**

Recommend and review engineering analysis, as appropriate. **E**

Supervise the implementation of the construction and maintenance work and minor construction contracts associated with the annual state deferred maintenance program and customer-funded construction projects. **E**

Represent the maintenance unit for implementing portable moves and facility modifications. **E**

Provide input for district construction standards and assist with the development of district specifications. **E**

Assist in developing the maintenance unit budget, including assigned responsibility for labor, material, supplies, and equipment. **E**

Prepare a variety of administrative reports with analysis and recommendations. **E**

Review and resolve issues related to the construction projects program. **E**

Ensure safety regulations and practices are followed by staff. **E**

Maintain a variety of records; select and train new employees. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to completion of a recognized apprentice or other formal training program in building trades and four years of progressively responsible experience in managing construction, maintenance, and repair of buildings, equipment, and grounds in a major construction, maintenance, and repair environment; and successful completion of courses in leadership or supervision.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Engineering, construction management, and maintenance repair practices.
Equipment and practices used in maintenance construction and repair.
Safety methods and practices.
Reading and writing English communication skills.

ABILITY TO:

Interpret blueprints, plans, and specifications.
Estimate labor and material costs and prepare budgets.
Provide leadership and direction and to supervise others.
Analyze maintenance data, make recommendations, maintain records, and prepare a variety of reports.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environments.

PHYSICAL REQUIREMENTS:

Good health, with strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous heavy physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally as needed; lifting light and heavy objects.

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