

**SAN DIEGO UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

---

<b>TITLE:</b>	Construction Management Supervisor	<b>REPORTS TO:</b>	Director, Construction Management
<b>DEPARTMENT:</b>	Facilities Management	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Exempt	<b>SALARY:</b>	052 AASD Supervisors'
<b>ISSUED:</b>	April 26, 2005		

---

**BASIC FUNCTION:**

Supervise construction management, procurement of professional services, and inspection of construction.

**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**

Supervise the management of construction contracts. **E**

Participate in the procurement of construction management and testing laboratory services. **E**

Supervise the inspection of construction; coordinate required inspections and related engineering programs with city, county, and state engineering departments. **E**

Participate in construction planning conferences; assist in the preparation of the budget for new construction. **E**

Visit construction projects to ensure adherence to plans, specifications, district construction standards, codes, and regulations. **E**

Oversee the maintenance of a system of periodic construction progress reporting. **E**

Control all changes or departures from approved plans and specifications. **E**

Represent the district during disputes with contractors and make recommendations on entitlement; serve as an expert witness related to construction litigation. **E**

Ensure that corrections to non-compliant work are completed and documented. **E**

Oversee the investigation of faulty workmanship or materials in new construction and take appropriate action under terms of the guarantee. **E**

Oversee the final inspection process for completed construction projects and submission of recommendations for acceptance. **E**

Select, train, and evaluate assigned staff. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from college with a bachelor's degree in architecture, construction management, engineering or a related field and six years of progressively responsible experience in construction management and inspection involving large-scale projects. Professional Engineer Registration, California Architectural License, or DSA Class 1 or equivalent is desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- California State Building Codes
- California Public Contract Codes
- California Safety regulations
- Means and methods of construction
- Construction project management and scheduling methods
- Reading and writing English communication skills
- Computer applications to prepare a variety of materials

**ABILITY TO:**

- Coordinate the work of contractors, architects, engineering and testing firms, inspectors, and public agencies.
- Evaluate and recommend action regarding construction litigation.
- Direct and supervise the work of others.
- Establish and maintain effective working relationships with others.
- Operate standard office equipment, including microcomputers and related software applications.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Read, interpret, apply and explain rules, regulations, policies and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and construction sites; driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read and prepare documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 6584  
PH