

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Maintenance Construction Contracting Supervisor	REPORTS TO:	Maintenance and Operations Director
DEPARTMENT:	Maintenance and Operations	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	053 AASD Supervisors'
ISSUED:	August, 6, 2002		

BASIC FUNCTION:

Supervise the management and administration of multiple public works maintenance, repair, and modernization construction contracts.

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 pre-award construction document and project review services. **E**

Supervise the procurement of testing laboratory services. **E**

Supervise and assign the work of Construction Manager and Maintenance Construction Inspectors. **E**

Supervise schedule and budget management. **E**

Supervise contract change management, conflict resolution, record keeping, contract invoice processing/approval, and contract documentation. **E**

Supervise the inspection and quality assurance of multiple public works maintenance, repair, and modernization construction contracts; coordinating required inspections. **E**

Coordinate with project managers, planner estimators, and architectural and engineering design professionals on project related issues. **E**

Coordinate projects and engineering related issues with city, county, and state engineering department. **E**

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

Ensure that questions, concerns, and complaints from staff and community are handled promptly and appropriately. **E**

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

Oversee the maintenance of a system of periodic construction progress reports and meetings, and control all changes or departures from approved plans and specifications; ensure that corrections to work that is not in compliance are completed and documented. **E**

Coordinate final inspection of completed construction projects and submit recommendations of acceptance. **E**

Supervise the development and production of status reports at both the project and program level. **E**

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

Investigate reports of faulty workmanship on materials in new construction and take appropriate action under terms of the guarantee. **E**

Supervise, train, and evaluate the work of assigned staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to a bachelor's degree in architecture, construction management, or engineering and six years of progressively responsible experience in construction management involving multi-project or large scale public works programs.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Contracting and contract regulations.
Applicable building codes and regulations.
Technical aspects of field of specialty.
Oral and written communication skills.

ABILITY TO:

Coordinate the work of contractors, architects, engineering and testing firms, inspectors, and public agencies.
Evaluate and recommend action regarding construction litigation.
Supervise, train, and evaluate the work of others.
Operate standard office equipment including microcomputers and related software applications.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to perform assigned duties; lifting light objects.