

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: DIRECTOR – CONSTRUCTION DIVISION OF FACILITIES AND CONSTRUCTION MANAGEMENT**

#### **GENERAL STATEMENT OF JOB**

Under limited supervision, performs a variety of supervisory, professional, and administrative tasks to organize and direct the work of the Construction Department. Work involves organizing facilities and financial data, tracking construction project(s) schedules and costs through a departmental scheduling and cost accounting system, and coordinating the Department's MWBE program. Employee develops and monitors facilities construction reporting system. Reports to the Executive Director of Facilities and Construction Management.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES** **ESSENTIAL JOB FUNCTIONS**

Performs and oversees architect/consultant selection recommendations and design development of school construction projects.

Approves pay applications, invoices and change orders.

Compiles school construction project cost estimates and budgets to plan for future school construction, bond programs, Capital Improvement Program, and manage on-going projects.

Participates in planning for future construction projects including the planning for bond programs, long range construction planning, and determining locations and construction time frames for new schools and additional/renovation projects.

Serves as liaison between the department and members of the public, various school officials, department heads, zoning officials and various government agencies.

Performs administrative, technical and professional construction management and inspection work in order to supervise new construction and renovation projects of school facilities and properties.

Oversees construction management by assisting the project managers to ensure technical aspects of construction projects meet specifications and monitoring the progress of projects to ensure timely completion.

Responsible for implementing an in-department cost accounting system to track construction project costs. Once the system is implemented, employee will be responsible to ensure that appropriate cost accounting methods and procedures are used to track all project costs.

Coordinates work of the department with the work of the Accounting and Budgeting Division. Acts as Executive Director in his/her absence.

Develops and monitors facilities construction reporting system common to all projects regardless of construction manager.

Supervises a subordinate staff, provides staff with professional development opportunities; advises and consults staff, assisting with non-routine situations as they arise.

Conducts personnel administration duties including hiring, evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave.

Reads various publications and attends various workshops, seminars, etc., to continuously upgrade professional knowledge.

### **ADDITIONAL JOB FUNCTIONS**

Attend public meetings, to include but not limited to Board of Education, Board of Commissioners, town meetings, public hearings, etc. as necessary.

Assists the Board of Education, Superintendent, Chief Operations Officer as well as the Executive Director as needed. Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in architecture, engineering, construction management or related field and 10 years of practical experience; or any equivalent combination of training and experience which provides the required combination of knowledge, skills, and abilities.

### **SPECIAL REQUIREMENT**

Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM  
ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including audio-visual equipment, computers, typewriters, calculators, printers, copiers, etc. Must be able to exert up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Light work usually requires walking or standing to a significant degree.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from supervisors.

**Language Ability:** Requires the ability to read correspondence, reports, forms, billing statements, invoices, financial statements, evaluations, rosters, insurance forms, turnaround documents, etc. Requires the ability to prepare correspondence, forms, reports, evaluations, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and government terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to apply the theories of algebra/statistics.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment or tools of the position.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate between colors and shapes of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of real property principles and practices including acquisition of property, disposal of property and negotiations procedures for all property transactions. Also, understand State laws and local ordinances related to property transactions.

Thorough knowledge of the principles, practices and methods of cost accounting.

Thorough knowledge of regulations and procedures regarding rezoning.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of programming techniques, programming languages, operating systems, capabilities and limitations, and service requirements of computers and auxiliary equipment currently employed in the school system.

Considerable knowledge of the operation of a computer and all peripheral equipment.

Considerable knowledge of the techniques used in systems analysis and design.

Considerable knowledge of the principles of organization, supervision, and administration.

Considerable knowledge of the current literature, trends and developments in the field of school planning and cost accounting.

Skill in the use of computer hardware and software.

Skill in recognizing, analyzing and providing solutions to difficult data processing problems.

Ability to interpret and apply federal, state, local, and school system policies and regulations regarding planning and student assignment.

Ability to work in an environment which is periodically “high pressure” with tight deadlines.

Ability to exercise considerable independent judgment and initiative in independently performing assigned projects.

Ability to effectively express ideas orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

**DISCLAIMER**

This preceding job description has been designed to indicate the general nature and level of work performed by employees with this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this position.