

Deputy Chief, Construction Services (226 Days)

Description

POSITION FUNCTION/PURPOSE:

Provide leadership to effectively and efficiently accomplish the capital improvement plans of the District. Actualize the goals of the Board of Trustees and the Superintendent of Schools through direction and monitoring of districtwide construction projects and related budgets. Direct, manage, and coordinate Construction activities related to the planning, development, and implementation of policies, programs, and practices in support of Construction Services. Provide counsel and assistance to other staff members. Actualize the goals of the Board of Trustees and the Superintendent of Schools through districtwide planning, direction, program initiatives and continuous improvement. Achieve the mission of support and delivery of services to schools through day to day coordination and supervision of all aspects of the Construction Services department.

MAJOR RESPONSIBILITIES:

- Direct Construction Services, the operations of Program Management, Project Management, Construction
- Compliance, Construction Accounting, and property purchases
- Develop, with the approval of the Chief Business Officer and in collaboration with the others, the type of organizations needed to accomplish the District's objectives and programs
- Develop programs and establish performance standards that measure accountability, effective uses of resources and alignment with the district's goals and objectives
- Develop, monitor and continuously modify, long and short-range plans including budget and service impacts to communicate status of current projects and impact of future projects
- Develop procedures and processes to ensure projects are delivered on-time and within budget
- Direct the establishment of ongoing operations of Construction Services ensuring fiscal responsibility to meet the needs of the schools, community, and taxpayers
- Direct the maintenance of such records and reports as are necessary for the Superintendent and other staff to keep the Board of Trustees informed of the District's progress and future plans
- Provide leadership and execute the Dallas ISD Bond Programs
- Direct the preparation of plans and other requirements for future bond programs
- Coordinate bond projects with the district maintenance division to ensure sustainability of facilities
- Direct and coordinate the activities of the Dallas ISD Bond Programs staff and outside consultants hired to assist Dallas ISD in the performance of Bond Programs
- Direct the preparation of recommendations and reports related to the Bond Program's activities for submission to the Chief Business Officer for inclusion in the Board of Trustee's agendas
- Direct the preparation of annual budgets for the DISD Bond Programs, including the cost of DISD

- personnel and consultant(s)
- Manage and approve expenditures for budget within the Bond Programs
- Attend meetings, workshops, seminars, and other professional meetings to share new techniques, practices and procedures in business/construction management
- Attend various community meetings to communicate and discuss DISD Board of Trustees' policies and administrative procedures as they relate to Bond Programs
- Assist in the recruitment and selection of personnel; evaluate employee and consultant(s) performance and recommend appropriate personnel action as they relate to performance assessment(s) for the Bond Program
- Participate and assist in formalizing District short- and long-range planning in the area of possible growth, expansion, and new business and educational opportunities
- Keep abreast of technical, legislative, professional trends, and developments affecting assigned organization and programs and disseminate this information to appropriate personnel
- Maintain and adhere to ethical business practices
- Supervise the activities of the Construction Services Department in accordance with the District's policies and applicable local, state and federal laws, and regulations
- Responsibilities include interviewing, hiring, and training employees; budget preparation; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems
- Comply with District policies and procedures
- Performs all other tasks and duties as assigned
- All federally funded incumbents of this position must comply with time and effort reporting requirements through personnel activity reports or periodic certification, as appropriate

Qualifications

- Bachelor's degree in Business Administration, Architecture, Engineering, or Construction Science.
- Over fifteen (15) years of directly related experience
- Demonstrated professional management experience in the execution of large, multiple facility projects/programs
- Knowledge of facility design, construction and long-range capital needs assessments
- Knowledge of governmental finance gained through an extensive number of years of directly related experience
- Knowledge of the educational or local governmental processes gained through extensive experience
- Demonstrated knowledge of public school Facilities gained through extensive experience

- Demonstrated knowledge of project planning and construction principles
- Demonstrated knowledge of competitive bidding statutes and purchasing procedures

Work Locations

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Construction Services

3801 HERSCHEL

Dallas 75219

Job

: Deputy Chief

Full-time

Minimum Salary

: 154,579.00

Median Salary: 188510.00

Job Posting

: Aug 17, 2020