

5. Conduct on-site inspection of construction projects to ensure conformance with construction documents, programs, and needs.
6. Inspect existing facilities and make recommendations for improvements as needed and establish and recommend priorities for repair projects.
7. Expedite documentation and completion of punch-list items and coordinate transition of building operation from general contractor to district upon acceptance of a facility.
8. Track warranty expiration dates and make final warranty check prior to end of warranty periods. Oversee warranty correction work.
9. Develop resolutions to complex technical problems where analysis of situations or data requires an in-depth evaluation of various factors.
10. Participate in the prequalification or approval process for architects, engineers, and contractors.
11. Consult faculty, administrative staff, and community to determine program-driven design needs.

Policy, Reports, and Law

12. Complete periodic reports of construction project progress and make presentations to the board.
13. Compile, maintain, and file all reports, records, and other documents required including coordinating the storage and handling of construction documents.
14. Follow district safety protocols and emergency procedures.

Budget and Inventory

15. Estimate cost of construction and repair projects, including labor, materials, and other related costs and assist with the preparation of bidding documents, including notice and instructions to bidders, drawings, and specifications.
16. Assist with the evaluation of formal bids and provide input into recommendations for the awarding of contracts for school board approval.
17. Review and authorize requests for payment from contractor(s) and designer(s).
18. Ensure programs are cost-effective and funds are managed wisely.

Safety

19. Maintain safety standards in conformance with federal, state, and insurance regulations.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; small hand tools; ladder; mechanical and electrical testing equipment; small truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Frequent moderate lifting and carrying (15–44 pounds)

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; work around moving objects or vehicles; work alone; may work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____