

**Job Summary:**

Under the direction of the Early Childhood Education Administrator, coordinate and monitor a wide variety of contracted projects related to the construction, repair, remodeling, and upgrading of Program facilities; participate in the design, planning, inspection of projects and selection of related professionals; coordinate Program contracts with contractors, design professionals and inspectors; and perform other related duties as assigned.

**Essential Functions:**

- Oversee projects related to design, construction, alteration, remodeling and inspection of new and existing program buildings, structures and improvements; serve as Program liaison with contractors and architects.
- Work with administrative and technical personnel in the design of projects, including initial estimates of cost and schedules; attend planning meetings with municipal agencies.
- Participate in the development of formal project specifications for bid purposes and review bid specifications to assure their thoroughness and accuracy in relation to approved plans.
- Participate in the selection of contractors, architects and inspectors; provide professional recommendations in the selection process.
- Monitor the progress of contracted projects; coordinate required changes with the project architect and contractors; submit status reports for Program review.
- Supervise and evaluate the performance of assigned staff. Assign and review work of new personnel as assigned. Recommend and participate in disciplinary action as needed.
- Prepare, assemble, monitor and submit required documentation for compliance with regulatory agencies in a timely manner.
- Inspect appropriate contracted work; approve completed work and change order requests in coordination with appropriate Program personnel.
- Coordinate and submit payment applications for projects to assure the timely payment of work completed according to established policies and procedures.
- Assist in the preparation, update and submission of the Program's required long range plans, including modernization projects.
- Monitor and assure timely and appropriate development of projects and project schedules.
- Attend community and parent group meetings to discuss projects.
- Perform other related duties as assigned.

**Skills, Knowledge and/or Abilities:**

- **Skills/Abilities to:**
  - Participate in the planning and design of construction and repair projects to be accomplished by outside contractors, including the preparation of formal bid specifications;
  - Work cooperatively and effectively with Program administrative personnel, architects, engineers, inspectors, community members, agency personnel and construction contractors;
  - Collective bargaining practices and procedures;
  - Gather information and prepare documents for administrative review, such as contracts, change orders and project status reports;
  - Understand, interpret and apply building codes, laws, rules and regulations governing school facility construction and repair;
  - Accurately estimate labor and material costs;
  - Participate in the preparation and interpretation of plans and specifications, including record drawings;
  - Prepare appropriate record documents.
- **Knowledge of:**
  - Construction industry practices and procedures, including cost estimating, project scheduling and project management;
  - Methods and materials used by the construction industry in the construction, repair and remodeling of facilities;
  - Federal and State laws, regulations and operating guidelines relative to the accessibility of public facilities to Americans with Disabilities;
  - Principles and techniques of project budget development and control;
  - Contract management principles including bid preparation and evaluation, contract negotiation and contract administration;
  - Advanced word processing, spreadsheets, databases, basic CAD, and presentation software.

**Physical Abilities/Environment:**

Physically and mentally able to perform the essential duties of a position without hazard to themselves or others; must be able to stand, walk, bend, climb, twist, kneel, crawl and stoop for extended periods of time; reach in all direction to retrieve file records; lift and carry 50 pounds of materials; ability to sit for extended periods of time; adequate sight or corrected vision for the purpose of reading laws and codes, rules and policies, plans, blueprints, specs and other printed matter including color coding, financial, statistical and written records, observe computer monitor and operate a motor vehicle; dexterity of hands and fingers to operate standard office equipment including computers, hear and speak at normal levels to communicate with others in person, to groups and by phone. Drive a vehicle to conduct work; able to travel long distances by airplane, train, and/or car. Will be exposed to office, school and outdoor environments during normal work hours and for night meetings; hotels and conference centers during meetings and conferences. Will be exposed to adverse weather conditions driving and during the course of work day.

**Experience Required:**

- Five (5) years of experience in the field of architecture, engineering, construction management, educational facility planning; including supervisory or lead capacity, performing general construction of school or similar institutional facilities, building or properties.

**Education Required:**

- Any combination equivalent to: bachelor's degree and five years increasingly responsible supervisory and/or management or related experience in project management or related area of specialty.

**Certificates, Licenses, Clearances Testing and/or Bonding Required:**

- Valid California Driver's License and use of personal vehicle.
- Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Exempt

**July 2018**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.