

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: PROGRAM ADMINSTRATOR III - MOBILES AND SPECIAL PROJECTS MAINTENANCE DEPARTMENT**

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

Under limited supervision, performs technical and professional installation management and inspection work associated with the maintenance and repair of mobile classrooms; perform contractual functions associated with the installation and repair of carpet throughout the District. Work also involves providing technical information and guidance to school authorities concerning maintenance and repair or renovation projects relating to school plant and equipment. Work also involves performing special skills in a specific work area and/or performing in a lead position. Employee is responsible for supervising personnel responsible for the District's Integrated Pest Management Program and personnel responsible for providing office support for the Engineering Section. Employee must exercise considerable independent judgment and initiative in performing assigned duties. Employee must exercise tact and courtesy in contacts with contractors, school officials, building and fire inspectors and various government agencies. Reports to Director of Maintenance.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Performs independent construction and renovation inspections to ensure compliance with standards and codes.

Determines the need for renovations, carpentry, plumbing or electrical services on mobiles at existing and future sites.

Provides expert guidance regarding the best option for installation and renovation projects.

Assists in the preparation of new project plans and specifications.

Investigates project delays and assists in formulating solutions to improve productivity on assigned maintenance construction projects.

Performs follow-up inspections, recommends approval of pay requests and concludes final inspections on completed work. Evaluates and recommends approval of construction change orders.

Performs routine inspections of existing buildings and structures to identify potential problem causes.

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Ensure the appropriate documentation is created to support each project and the necessary auditing update entries are made to the documentations. Review appropriate documentation for accuracy and timeliness.

### **ADDITIONAL JOB FUNCTIONS**

Assists the Maintenance department in determining problems.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in Construction, Architecture, Engineering, or related field and 36 to 9 years of experience in construction project management or related fields; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

### **SPECIAL REQUIREMENTS**

Possession of a valid driver's license issued by the State of North Carolina. 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 office equipment including adding machines, computers, plotters, engineering calculators, printers, fax machines, motor vehicles, drafting and design instruments, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces. Physical demand requirements are for Medium Work.

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

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**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes communicating with project personnel to coordinate project completion and presenting status reports to various boards.

**Language Ability:** Requires the ability to read correspondence, reports, forms, invoices, logs, diagrams, blueprints, schematics, specifications, etc. Requires the ability to prepare correspondence, reports, forms, requests for quotes, requisitions, specifications, drawings, etc., according to prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish fact and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

**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 a variety of technical or professional languages including engineering, architectural, and mechanical terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the theories of algebra, descriptive statistics, statistical inference, statistical theory, trigonometry, and geometry to perform engineering calculations using multiple variables and engineering judgement.

**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.

**Manual Dexterity:** Requires the ability to handle a variety of items such as drafting and design instruments and office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing 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.

## **PROGRAM ADMINISTRATOR III – MOBILES AND SPECIAL PROJECTS**

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

General knowledge of safety precautions related to general maintenance.

Skill in general carpentry tasks.

Skill in troubleshooting and diagnosing problems.

Ability to work independently.

Ability to determine the supplies required to complete a project.

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

Considerable knowledge of cost effective and efficient construction practices and renovation methods.

Considerable knowledge of building trades.

Considerable knowledge of school system construction standards and general building codes.

Working knowledge of computer software to include Microsoft Word and Excel.

Ability to inspect construction and renovations for compliance with standards and codes.

Ability to maintain complete and accurate records and to develop meaningful reports from those records.

Ability to communicate effectively both orally and in writing.

Ability to read and interpret blueprints and schematic drawings.

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

### **DISCLAIMER**

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