

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PROGRAM ADMINISTRATOR II - CAPITAL PROJECTS MAINTENANCE DIVISION AUXILIARY SERVICES DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs supervisory and administrative construction development and inspection work in order to ensure construction work performed in house and by contractors are meeting specifications and construction standards. Employee directs the overall construction and renovation on operation of the school system. Work involves developing specifications and requests for bid proposals on construction programs. Employee must exercise considerable independent judgment and initiative in performing assigned duties. Employee must exercise tact and courtesy in contacts with contractors, various school officials, department heads, building and fire inspectors and various government agencies. Reports to the Director of Maintenance.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

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

Performs plan review to ensure specifications will be met in the construction phase.

Develops and reviews new project specifications; drafts and reviews plans for new construction and renovation projects.

Drafts plans, prepares specifications and develops technical information for plans and specifications.

Provides expert guidance to the organization on construction and renovation projects in determining. Best options for cost benefit

Determines the need for renovation, carpentry services, plumbing, electrical, etc.

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Investigates project delays and determines current and future needs to ensure projects are completed as necessary.

Performs follow-ups on procedures and sub-contractors; recommends approval of pay requests; inspects and approves projects.

Supervises construction and renovation projects, and attends site meetings with architects, contractors and principals. Evaluates and recommends approval or construction change orders.

Provides technical information and advice to school authorities concerning construction or renovation of school plant and equipment.

Assists in coordinating the activities of architectural firms, engineering firms, geotechnical consultants, surveyors, material testing firms, general contractors, mechanical, electrical and plumbing contractors.

Mediates difficult or unusual construction disputes.

Researches construction issues to determine their practicality and economic feasibility.

Facilitates cooperation and understanding between school personnel and project contractors and architects.

Enforces standards of construction or alteration to schools and related buildings.

Inspects current project sites to monitor construction in progress. Conducts final inspections, generates punch lists and recommends acceptance of the completed project. 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 Director of Maintenance in preparing special projects and the annual budget proposal.

Provides assistance to auxiliary services department personnel in research of non-

construction issues.

Attends meetings on behalf of supervisor.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Construction, Architecture, Engineering, or related field and 3 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 REQUIREMENT

Possession of a valid driver's license issued by the State of North Carolina.

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, cameras, drafting instruments, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for Light 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.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to assistants or subordinates.

Language Ability: Requires the ability to read correspondence, reports, forms, invoices, logs, diagrams, blueprints, schematics, 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.

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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.

Numerical Aptitude Requires the ability to utilize simple mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the -theories of algebra.

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

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as 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 adept to performing under 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

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

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

Considerable knowledge of building trades.

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

Ability to direct large construction operations and monitor project schedules.

Ability to develop construction specifications and plans for new construction and renovations.

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

Ability to determine the need for renovations.

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.