

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PROGRAM ADMINISTRATOR II – ROOFING AND PAVING MAINTENANCE DEPARTMENT AUXILIARY SERVICES DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, perform skilled supervisory work maintaining the roofs and roofing systems of the various facilities of the Guilford County Schools System in an efficient and safe manner. Work involves performing inspections of facility roofs to ensure their structural integrity, and to determine necessary actions for major renovations or replacements. Work also involves determining priority schedules and determining cost estimates for necessary construction. Duties require the application of skills in roof design, maintenance, and structural development. Work also requires the preparation of detailed drawings, specifications and requests for bid proposals on smaller projects. Select and employ architectural/engineering firms to design and administrate large projects. Employee must exercise independent judgment and initiative in performing assigned duties. Tact and courtesy are required in frequent contacts with co-workers and school officials and department heads. Reports to the Director of Maintenance.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Inspects all roofs to determine condition; to determines if roof is structurally sound and if necessary the level of repair necessary to bring it to acceptable standards.

Establishes priorities for repair and replacement of roofs and roof structures.

Develops plans and specifications for in-house projects; works closely with architects and construction vendors to determine needs and specifications for large, contracted projects.

Hires architects and/or engineering firms to perform major projects design and administration.

Determines the type of roofing systems to be applied if replacement is necessary.

Inspects all work performed by roofing contractors during the application of roofing materials.

Reviews architect and engineer drawings and specifications to ensure completeness and accuracy.

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Performs final inspections, punch lists and recommends approval of pay requests from architects, engineers and contractors. Conducts final inspections on completed work.

Evaluates and recommends approval of construction change orders. Ensures the appropriate documentation is created to support each project and the necessary auditing update entries are made to the documents.

ADDITIONAL JOB FUNCTIONS

Assists in the preparation of the annual roofing budget.

Performs other related work as required.

Manage district-wide underground storage tanks (UST's).

Repair and/or replace running track and tennis courts system wide.

Manage repair and replacement of paving projects and related parking lot activities.

Manage asbestos program for Guilford County Schools.

TRAINING AND EXPERIENCE

Bachelor's degree in building construction, architecture, engineering, or related field, with 6 to 9 years of experience in roofing maintenance and construction, and general knowledge of building trades; or any equivalent training and experience which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENTS

Must be an Accredited Asbestos Inspector and an Accredited Asbestos Management Planner, as issued by the North Carolina Department of Environmental, Health and Natural Resources Division of Epidemiology.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of office equipment including computers, adding machines, drafting boards, measuring equipment, moisture meters, roof core equipment, 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 20 pounds of force frequently, or a negligible amount of force constantly to move objects. Requires ability to ascend and descend ladders, stairs, scaffolding, ramps, etc., using feet or hands and arms. Physical demand requirements are for Medium Work.

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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 work orders, invoices, architectural drawings, warranties, logs, diagrams, blueprints, schematics, etc. Requires the ability to prepare correspondence, reports, forms, purchase orders, detail 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 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 trigonometry and geometry.

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 small hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as small hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color, to select colors to match or contrast.

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

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KNOWLEDGE SKILLS AND ABILITIES

Considerable knowledge of roofing standards and codes.

Considerable knowledge of roofing systems and roofing repair work.

General knowledge of handicap accommodation codes.

Ability to determine condition of roofs and estimate repair requirements.

Ability to schedule and prioritize roofing projects.

Ability to inspect roofing and roofs repair projects for compliance with requirements, quality and standards.

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 architectural/engineering drawings and specifications.

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.