

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: SUPERVISOR-ENGINEERING AND CONSTRUCTION MAINTENANCE DEPARTMENT AUXILIARY SERVICES DIVISION**

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

Under limited supervision, performs administrative, technical, and professional construction management, engineering design and inspection work in order to supervise projects associated with the maintenance and repair contract program of school facilities and properties. Work involves identifying, planning, developing, budgeting, designing and overseeing execution of projects; providing technical information and guidance to school authorities concerning maintenance and repair or renovation of school plant and equipment; and developing program documents for the selection of architectural/engineering firms associated with the maintenance and repair program. Work also involves developing schedules and cost estimates for construction and/or renovation projects and monitoring the progress of projects to ensure timely completion. Employee must exercise considerable independent judgment and initiative in performing assigned duties. Employee has day-to-day oversight of subordinates including making all assignments and reviewing work products on a daily basis. Employee must exercise tact and courtesy in contacts with contractors, school officials, building and fire inspectors and various government agencies. Reports to the Director -Maintenance.

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

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

Provides overall management for the Mechanical Structure Section.

Responsible for overseeing the design and construction for repair and maintenance associated with all mechanical systems in the district. Responsibility includes all aspects (identification, planning, development, and execution) associated with ensuring the system is fully operational.

Responsible for the development of program documents and specifications to execute the repair and maintenance of the mechanical systems. Responsible for the successful execution of same.

Provides technical information and guidance to school authorities concerning maintenance and repair or renovation mechanical system

Develops program documents including budget requirements and specifications for the selection of architectural/engineering firms associated with the maintenance and repair program.

Reviews plans and specifications developed in-house and by contracted architectural/engineering firms for meeting customer's needs, code compliance, technical accuracy, and total life cycle value.

Serves as the focal point for the coordination of the activities of architectural/engineering firms, other consultants, and building contractors with each other and school personnel and activities.

Assists the Director - Maintenance in activities involving public officials, agencies and organizations on the local and state levels to include the North Carolina Department of Transportation, North Carolina Department of Environment, Health and Natural Resources, North Carolina Department of Insurance, North Carolina Department of Public Instruction, Guilford County/Greensboro City/High Point City Engineering, Inspection, Planning and Fire Departments as well as various public utility companies.

Researches construction issues to determine their practicality and economic feasibility.

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

Enforces state, local, and school system policies and standards of construction and/or alteration on all school facilities and related structures.

Monitors construction in progress, conducts final inspections, generates punch lists and approves the acceptance of the completed project.

\*Conducts project management through the use of computer tools such as critical path analysis.

Assists maintenance personnel in resolving facilities problems. Stays abreast of all relevant construction and building codes, standards and regulations.

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

Provides direction and oversight for the development and implementation of an overall energy management strategy for school facilities.

Plans, organizes, and supervises the work of subordinate technical and professional personnel, including architect(s), engineer(s), and office support staff engaged in the performance of engineering planning, engineering design, facilities engineering, construction management, and related work. Positions supervised include: Program Administrator II

#### **ADDITIONAL JOB FUNCTIONS**

Attends meetings on behalf of supervisor.

Performs other related work as required.

#### **MINIMUM TRAINING AND EXPERIENCE.**

Bachelor's degree in engineering, facilities management, construction management or related field and at least 5 years of experience in facilities planning/engineering or construction project management; two (2) years design experience under a registered professional engineer, two (2) years experience in supervisory work, and special training in energy analysis and design; 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. 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.

**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 judgment.

**Form/Spatial 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 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.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the principles and practices of professional engineering.

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

Considerable knowledge of the principles and practices of energy management.

Considerable knowledge of building trades.

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

Considerable knowledge of the principles of project coordination/management, organization and administration.

Working knowledge of computer software to include Microsoft Word, Excel, Project Manager and AutoCAD.

Ability to direct large construction operations and monitor projects.

Ability to develop construction specifications and plans for renovations.

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.