

## ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** Construction Specialist

**DEPARTMENT:** Capital Projects

**REPORTS TO:** Director of Capital Projects

**POSITION SUMMARY:** The Construction Specialist coordinates planning and construction of projects from contract award through warranty close-out, assures consultant and contractor compliance, monitor document submittal compliance, and assists the Director of Capital Projects in the management of construction projects. This position has supervisory responsibilities for Capital Projects office support staff. Projects are varied and complex in nature.

### **ESSENTIAL FUNCTIONS:**

- Manage Consultant's and Contractor's contract compliance including: contractor's performance bonds, intent to pay prevailing wages, affidavits of wages paid, liens.
- Obtain quotes from consultants, contractors, subcontractors and bids for projects.
- Supervise capital projects office support staff.
- Prepare requests for qualifications, proposals and bid documents.
- Develop Furniture, Fixture and Equipment budgets for various projects.
- Process and communicate sensitive information and/or legal issues relating to construction, land purchase, potential litigation and legislative policy.
- Assist District Capital Projects Director and Construction Coordinators with collection of contractor as-built drawings, operation and maintenance manuals, warranties, excess materials and other required documents.
- Review and prepare all change order documentation before board presentation, ensuring appropriate negotiations and fact finding has occurred for each proposed change order.
- Interface with District administrators on proposed construction projects; collect appropriate information for Capital Projects Director to review for future construction or critical repair. Identify construction-related concerns and provide appropriate support in resolving issues.
- Oversee Capital Projects Department compliance on rules and regulations pertaining to District's Small Works Roster.
- Monitor department's submission of documentation for the OSPI School Construction Administration Program; oversee detailed record of all expenditures and disbursements by district; complete and submit all documentation for D-Form project closeout.
- Execute project close-out including but not limited to: punch list, warranty conclusion, schedule of maintenance training and distribution of as-built drawings.
- Maintain working knowledge of public works bid process and Department of Labor & Industries rules and regulations.
- Act as community/district liaison in response to Requests for Public Records pertaining to capital projects.
- Oversee day-to-day operations in Capital Projects Department, including ensuring efficient office operations.
- Monitor department's submission of claims for reimbursement of funds associated with OSPI Energy Cost Savings Grant; oversee detailed record of all expenditures and disbursements by district; Maintain all documentation and records associated with grant.
- Monitor status of critical repair projects approved by voters in previous Bond and Levy measures.
- Assist Director and Chief Financial Officer in Bond and Levy development. Collect data and prepare materials for presentation to Board and school committees.
- Maintain a working knowledge of King County, utility and public agency requirements; provide appropriate documentation for District compliance.
- Monitor storage and surplus of furniture, fixtures and equipment purchased by Capital Projects Department.
- Support the New Construction Office for overall construction administration.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.

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- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

**QUALIFICATIONS:**

**EDUCATION:** High school diploma or equivalent.

**EXPERIENCE:** Minimum of five (5) years of work experience in construction procedures and successful experience in a general construction environment, and experience working with construction projects, understanding the work involved, terminology, techniques, processes and procedures outlined in consultant and contractor contracts. Further, the individual will possess the:

- Demonstrated ability to work independently, respond to emergent issues, provide solutions and implement ideas with a minimum of supervision.
- Ability to communicate effectively, both orally and in writing, maintain confidentiality and establish and maintain effective working relationships with staff, School Board, consultants and community representatives.
- Proficiency in use of computer software programs including Excel, Word, Power Point and Access. Knowledgeable in Skyward accounting management program.
- Ability to maintain flexible working schedule to respond to immediate unplanned and unforeseen issues.
- Knowledge of regulatory laws, ordinances, codes and standards applicable to school construction projects.
- Ability to work under stressful conditions.
- Understand school district policies and procedures and impact of construction issues on school processes.

**REQUIRED TESTING:** Proficiency Assessment.

**CERTIFICATES AND LICENSES:** Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

**CONTINUING EDUCATION/TRAINING:** That which is authorized by your supervisor and required to be effective in the position and to maintain certification.

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Exempt

**BARGAINING UNIT:** Unrepresented

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date