

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title:	Construction Administrator III	Wage/Hour Status:	Exempt
Reports To:	Director Planning and New Construction	Pay Range:	837
Dept./School:	New Construction	Date Revised:	2/21/2023

Primary Purpose:

Coordinate and implement all phases of new construction, renovation and alteration projects, facility improvements and upgrades, as well as maintain project records and reports. Provide technical support on the energy efficiency and quality control of building systems during design and installation, investigate equipment and procedures and advise on implementation of changes and new procedures.

Qualifications:

Education/Certification:

Bachelor's degree in Architecture, Construction, Engineering, or related field, or a combination of education, training and advanced work experience

Valid Texas Driver's license

Driving record that is insurable with Plano ISD's insurance carrier

Special Knowledge/Skills:

Ability to interpret construction drawings, specifications and contract requirements

Working understanding of construction means and methods, sequences, processes and procedures

Working understanding of the design and construction contract terms and relationships

Knowledge and understanding of building systems, with the ability to observe new installations for compliance with the design

Ability to inspect, investigate and report on existing systems for potential design and operational improvements

Knowledge of municipal building codes and standards

Proficient computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, Photoshop) and file management

Strong organizational, communications, public relations, and interpersonal skills

Ability to schedule and prioritize your time, and to react to abrupt changes in requirements and priorities

Ability to promptly bring assignments to conclusion

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Preferred Experience:

At least seven years of experience in construction, construction management, facility management or related fields

Experience in public sector work and educational work is desirable. Additional related experience may be considered for portions of the education requirement.

Experience in the design, installation, operation and/or maintenance of building systems which may include HVAC, electrical, plumbing and Energy Management Systems

Major Responsibilities and Duties:

Ensure that new construction and renovation projects are supportive of the instructional and educational goals of the District

Help ensure that all facilities are adequate to meet future population needs and, in general, provide for a safe and conducive learning environment

Plan with staff members, architects and consultants to provide efficient, functional and cost-effective facilities

Incorporate PISD district guidelines and educational specifications on all levels of planning

Ensure that programs are cost effective and funds are managed prudently and within budgetary limitations

Comply with all laws, rules, and policies related to bidding and procurement, educational standards, building codes, state and municipal requirements

Assist in the development of the Facilities Bond planning

Develop the scope and budget of individual projects and monitor through completion

Develop the overall Program and individual project schedules and monitor through completion

Maintain database of District facilities, including size, building and site plans, TDLR registrations and inspections, and general facility condition

Maintain the District Standards Database, Educational Specifications, Bond Planning Workbook, cost and budgeting trends and other related database information

Prepare and publish the Quarterly Report of Projects

Supervise projects to ensure that consultants meet District guidelines and development of projects as scheduled

Coordinate obtaining the property survey, geotechnical report and other investigations as required by the project conditions

Review and monitor the overall Project Schedule through completion

Assist the Construction Manager in maintaining the design intent through construction. Monitor the constructability of the standards and guidelines with the Construction Manager.

Take the initiative to develop professional skills and identify available resources appropriate to job assignments

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Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for all District staff

Keep the Department advised and up-to-date on design and planning related issues

Assist in the work of the department as directed; delegate duties, responsibilities, and functions effectively

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Supervisory Responsibilities:

Coordinate between Plano ISD and contractors, consultants and other vendors

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); maintain emotional control under stress; work with frequent interruptions

Physical Demands/Environmental Factors:

Frequent districtwide travel, occasional prolonged and irregular hours. Work with frequent interruptions. Frequent standing, stooping, bending, kneeling, climbing, pushing and pulling. May work periodically under conditions of inclement weather, excessive heat and cold, excessive noise, irregular surfaces, around machinery with moving parts, and around moving objects or vehicles. Prolonged use of computer and repetitive hand motions. Occasional lifting up to 50 pounds.

Acknowledgement:

Any work-related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator

Date: 02/21/2023

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature:

Date: