

PLANO INDEPENDENT SCHOOL DISTRICT

Job Description

Job Title:	Construction Administrator	Wage/Hour Status:	Exempt
Reports To:	Assistant Director Facility Services	Pay Range:	810
Dept./School:	Facility Services	Date Revised:	2/24/2023

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.

Qualifications:

Education/Certification:

Bachelor's degree or 3 to 5 years of applicable experience 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 of municipal building codes and standards

Proficient computer skills, including Microsoft Office Suite and file management

Strong organizational, communications, public relations, and interpersonal skills

Ability to prioritize time and react to abrupt changes in requirements and priorities

Ability to promptly bring assignments to conclusion

Experience:

Three years of experience in construction, construction management, facility management or a related field

Experience in public sector work and educational work (preferred); additional related experience may be considered for portions of the education requirement

Major Responsibilities and Duties:

Serve as the coordinator and District Liaison for projects during the construction phase

Job Title: Construction Administrator

Monitor project schedules, phasing, costs and construction requirements

Coordinate construction progress and informational meetings with the contractor, consultants and District

Coordinate the work of District contractors, suppliers and vendors with the project requirements

Maintain regular contact with the "user" and District departments throughout construction and close-out

Maintain project records, correspondence and construction documents during construction and close-out

Coordinate and maintain facility records documentation

Collaborate with the city code enforcement and inspection on Plano ISD projects

Assist the Manager of Construction and the work of the Department as directed

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

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress.

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

Acknowledgment:

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: 2/24/2023

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: