

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SUPERVISOR, Construction-UBCI

QUALIFICATIONS

- Bachelor's Degree in Engineering, Building Construction, Architecture, Construction Management and four (4) years project management and supervisory experience related to facilities plant design and construction for an owner, construction, architectural, or engineering firm, OR
- High School Diploma (equivalence or Florida Special Diploma) and ten (10) years project management and supervisory experience related to facilities plant design and construction for an owner, construction, architectural, or engineering firm.
- Certification as a licensed building inspector per Chapter 468, F.S or the ability to obtain same within eight months of initial employment.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of administrative computer applications as related to departmental job functions.

SUPERVISION

REPORTS TO Director of Capital Outlay
SUPERVISES Owner's Construction Representatives

POSITION GOAL

To ensure that the construction of the District's physical plant complies with the provisions of the Florida Building Code and that design and construction contracts are effectively administered in the Board's best interest.

PERFORMANCE RESPONSIBILITIES

1. *Supervise required inspection of all District construction projects and that work in place conforms to contract documents and the Florida Building Code.
2. *Prepare and submit all reports as directed or required by statute, administrative rule, and School Board policy.
3. *Direct the constructability review of construction documents through design and construction phases to ensure minimal construction costs and change orders.
4. *Assist with developing construction cost budgets and estimates for the Facilities Planning and Services Departments.
5. *Be responsible, during the construction phase, for responding to all design consultants and contractors' inquiries and correspondence that requires response on the part of the District.
6. *Schedule and attend all required construction inspections by regulatory agencies, local municipalities and Facilities Services staff.
7. *Assist with the screening and selection of consultants to perform professional technical services.
8. *Assist with developing the Department budget.
9. *Attend construction and consultants' project meetings, as required.
10. *Assist the Department with obtaining contract warranty services and post occupancy services.
11. *Attend any dispute resolution and value engineering meetings.
12. *Provide technical and contract administrative assistance to Facilities Planning Division staff and District Administration.
13. Perform other duties as assigned by the Director of Capital Outlay.

**Denotes essential job function/ADA*

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EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting

Resting with the body supported by the buttocks or thighs.

Standing

Assuming an upright position on the feet particularly for sustained periods of time.

Walking

Moving about on foot to accomplish tasks, particularly for long distances.

Climbing

Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.

Balancing

Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.

Bending

Lowering the body forward from the waist

Stooping

Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.

Kneeling

Bending legs at knee to come to a rest on knee or knees.

Crouching

Bending the body downward and forward by bending leg and spine.

Crawling

Moving about on hands and knees or hands and feet.

Twisting

Moving body from the waist using a turning motion.

Reaching

Extending hand(s) and arm(s) in any direction.

Pushing

Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 100 pounds of force.

Pulling

Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 100 pounds of force.

Lifting

Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back exerting up to 100 pounds of force.

Finger Dexterity

Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

Grasping

Applying pressure to an object with the fingers and palm.

Feeling

Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.

Repetitive Motion

Substantial and continuous movements of the wrists, hands, and/or fingers.

Talking

Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

Hearing Acuity

The ability to perceive speech and other environmental sounds at normal loudness levels.

Visual Acuity

The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors / Outdoors

The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

AO-10-F \$61,532 - \$94,387
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBA
Personnel Category 14
EEO-5 Line 44
Function 7400
Job Code 1450
Survey Code 74010

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

September 26, 2006
October 28, 1997

ADA Information Provided by Scott Stegall
Position Description Prepared by Scott Stegall