Staff Construction Manager: Facilities Design & Construction, 2 Positions

JOB STATUS: OPEN
POSTING NUMBER: 00043352
SCHOOL YEAR: 2020-2021
CALENDAR: District Support / Full Year School Calendars
CLOSING DATE: 11/22/2020 04:00 PM
POSTING NUMBER: 00043352
LOCATION: 063:FAC DESIGN/CONSTRUCT
POSITION TITLE: Staff Construction Manager: Facilities Design & Construction, 2 Positions

JOB DESCRIPTION:

This is a re-advertisement. Previous applicants will be considered and need not re-apply.

To manage observe and inspect the construction as required for each capital improvement project beginning with bidding, through construction, occupancy & warranty.

ESSENTIAL FUNCTIONS:

- Meets with the Director and other District personnel as needed, and reports status of capital projects.
- Supervises and evaluate assigned personnel.
- Reviews preliminary drawings in-house for constructability and cost.
- Participates in design reviews with architects and district personnel, including Maintenance & Operations, IT, and others as needed.
- With the staff architect, evaluates the bids.
- Interprets construction documents, specifications, and standard form contracts.
- Is familiar with and advises the general contractor regarding APS design guidelines, other user specific requirements. State design standards and other contract requirements.
- Reviews all phases of construction to assure the districts needs are being met, projects are on time and within budget.
- Produce cost estimates, cost comparison studies and value engineering for project as needed.
- Perform construction observations and inspection to ensure compliance with construction documents; produces construction reports.
- Evaluates and monitors the issuance of change orders, RFIs, and related documents.
- Chairs conduction meetings and produces written construction reports.
- Investigates disputes and recommends and/or manages resolutions.
- Assists the general contractor in the scheduling and coordination of testing and inspections.
- Assists in the coordination of the construction process to help insure timely processing of paperwork and to expedite project delivery.
- Facilitate the training of M&O and school custodian to insure the smooth transition of the completed facility to APS.
- Coordinates periodic inspections throughout the warranty period.
- Meets with appropriate district personnel, parents, neighborhood association, as needed to explain the construction process and construction time lines.
● Represents the District and the Department as needed.

PREFERRED KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE:

● Effective communication skills, both verbal and written.
● Flexibility, organization, decision-making and problem solving skills.
● Interpersonal skills with diverse populations in-person and on the telephone.
● Knowledge of APS community, computer system, financial and legal requirements.
● Ability to meet deadlines, work on multiple projects and coordinate the work of others.
● Seven years experience, including management responsibilities, in building construction.
● Knowledge of standard construction means and methods for installation maintenance and modifications of different structural, mechanical and electrical systems and components.
● Knowledge of the use of testing equipment and standard testing requirement.
● Familiarity of with operation of computer software in areas of computer aided cost estimating, cost control and scheduling.
● Must have a working knowledge of construction law including construction documents, standard agreements between owner and architect, and owner and contractor, subcontracts, liens, insurance and surety bonds.
● Ability to read and interpret construction documents.

REQUIREMENTS:

● Bachelor’s degree in construction engineering, construction management, architecture, pr engineering or related field.

● Registered architect in the State of NM or licensure as a professional engineer or certification as a Certified Professional constructor (CPC).


● Seven years of supervisory/management experience within the discipline.

● Satisfactory completion of pre-employment physical examination.

● Valid New Mexico Driver’s license with insurable driving record.

CONTACT INFORMATION:

Work Year: 256 days/8 hours
Contact: Karen Alarid at 5058488810 / alarid_k@aps.edu

APPLY TO:

www.aps.edu. District Support Application. A cover letter and resume must be submitted prior to 4:00 PM on the closing date of the advertisement for the application to be considered complete.

ADDITIONAL INFO:
GRADE / LEVEL: 13
SALARY: $70,175
DAYS: 256
HOURS: 8
START DATE: ASAP

ADA Compliance