

## **Business and Operations Office**

---

**TITLE:** Capital Projects Manager for the High School Additions and Alterations Referendum Project

**REPORTS TO:** School Business Administrator and Superintendent of Schools

**QUALIFICATIONS:**

1. Bachelor's Degree in Construction Management, Engineering, or Architecture.
2. Minimum of five years experience in the field of educational capital projects.
3. Good knowledge of management practices and school business administration.
4. Ability to read and interpret construction documents including site plans, architectural plans, mechanical/electrical plans, and contract specifications.
5. Experience inspecting and ensuring contract compliance for new construction, interior renovation, commercial roofing, paving, asbestos abatement, and other school related projects.
6. Good oral and written communication skills and the ability to manage multiple projects simultaneously.

**JOB GOAL:** To provide management oversight for all phases of capital projects including planning, budgeting, design, specifications, bidding, construction, and project closeout.

### **PERFORMANCE RESPONSIBILITIES:**

#### **Annual Capital Projects:**

1. Identify capital projects in compliance with the district's Long Range Facility Plan and Comprehensive Maintenance Plan.
2. Prepare and monitor budget cost estimates for capital projects.
3. Consult with architects and engineers to outline capital project scope of work.
4. Review construction documents for compliance with district goals.
5. Monitor and update Long Range Facility Plan with respect to capital projects.
6. Coordinate capital project construction schedules with school calendar, activities, and events.
7. Monitor bidding procedures and participate in recommendations to award contracts for capital construction projects.
8. Attend and participate in project progress meetings to ensure liaison between owner, design professionals, and contractors.
9. Monitor and make recommendation for payment requests, change orders, submittals, warranties, and project closeout.
10. Monitor project budgets with business office to ensure costs do not exceed funding appropriation.
11. Inspect construction work for compliance with contract documents and insure project schedules.
12. Consult with and advise Board of education, district administration, attorneys, architects, engineers, contractors, local and state officials on issues related to specific capital projects.

**Referendum Projects:**

**Pre-referendum:**

1. Provide input from a facilities and operation viewpoint during the development of schematic architectural plans.
2. Review and discuss existing system capabilities. (electrical, mechanical, fire alarm, security/surveillance system, etc.)
3. Provide input during the athletic field and site plan design.
4. Assist the Board of Education with the selection of consultants.
5. Review and discuss phasing of construction to limit impact on existing facilities and operations.
6. Review and discuss site logistics such as staging areas, parking, contractor access.
7. Review and discuss safety, temporary facilities, and means of egress for staff and students.
8. Complete and maintain State DOE forms, estimates and approvals with regard to the District's approved Long Range Facility Plan.
9. Participate in public presentations.

**Pre-construction:**

1. Review and discuss material selections
2. Review and discuss mechanical/electrical systems, and component selection.
3. Review design documents.
4. Review bid specifications for system requirements.
5. Ensure that issues discussed during schematic phase are incorporated into bid documents.

**Construction:**

1. Provide construction observation.
2. Monitor construction logistics.
3. Coordinate and monitor school and construction activities.
4. Review and monitor safety procedures and security.
5. Attend job meetings, committee meetings, Board of Education meetings.
6. Assist with coordination of local officials.
7. Coordinate and schedule work performed by school personnel and others.
8. Monitor financial records maintained by Construction Manager and District Business Office.
9. Maintain record documents for district.
10. Assist in punch-list phase.
11. Coordinate owner occupancy.
12. Maintain close-out documents including product manuals, warranties, as-builts, and attic stock.

**TERMS OF  
EMPLOYMENT:**

The position of Capital Projects Manager will be in effect from the approval of the Board of Education resolution for a public referendum for additions and alterations at Wall High School and the placement of temporary classrooms at Central Elementary School. The duration of the position will be for the following stages (approximate timelines) and will conclude at the final completion of the referendum project.

Phase I : Pre-Referendum

- Anticipated duration of Phase I is August 03 through March 04
- Compensation for Phase I – \$0 - \$6K

Phase II : Pre-Construction

- Anticipated duration of Phase II is March 04 through February 05
- Compensation for Phase II – \$0 - \$12K

Phase III : Construction to Substantial Completion

- Anticipated duration of Phase III is February 05 through August 06
- Compensation for Phase III – \$0 - \$28.5K

Phase IV : Close-out Substantial Completion to Final Completion

- Anticipated duration of Phase IV is September 06 through October 06
- Compensation for Phase IV – \$0 - \$2K

**EVALUATION:**

Performance of this job will be evaluated at the end of each respective phase during the referendum project. The evaluation will be conducted by the Superintendent of Schools, and the Enrollment Redistricting Committee in consultation with the appropriate professionals/stakeholders involved in that particular phase.

**APPROVED:**

January 20, 2004