

Anoka-Hennepin Independent School District #11
Job Description

Title: Buildings & Grounds Construction Project Supervisor
Department: Buildings & Grounds
Reports to: Director of Buildings & Grounds
Prepared Date: June 15, 2004

SUMMARY OF RESPONSIBILITIES

Coordinates and supervises construction projects of various sizes and scope throughout the Anoka-Hennepin School District.

DUTIES AND RESPONSIBILITIES

- Develops bid documents, advertisements for bid notices, construction schedules, and project costs.
- Reviews and assesses construction products to be incorporated into design solutions and building replacement components.
- Makes site visits to construction sites to ascertain contractors' performance level and compliance to bid documents.
- Reviews construction practices of outside contractors to evaluate their ability to complete projects within required cost parameters and time line requirements, and their compliance with state building codes and OSHA regulations.
- Monitors compliance with federal, state and local laws, with regard to accessibility, parking, signage, etc.
- Reviews requirements of State Fire Marshall, Health Department, and Municipality; consults with individual representatives of these agencies.
- Notifies Principals and Building Supervisors of projects to be completed within their buildings; coordinates time lines which facilitate individual school activities and schedules.
- Works with other Buildings & Grounds personnel to develop cohesive solutions for building improvements.
- Maintains records of projects for future reference.
- Informs Buildings & Grounds of school needs.
- Assists Buildings & Grounds Director in soliciting quotes, preparation of bid specifications, distribution of specifications to bidders, analysis of bids, recommendation of acceptance/rejection of quotes and bids for supplies, equipment and building renovation.
- Performs other tasks and assumes other responsibilities as assigned by the Buildings & Grounds Director.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree in related area; or one to two years related experience and/or training; or equivalent combination of education and experience.