

HIGHLINE Job Description

PUBLIC SCHOOLS

JOB TITLE: SENIOR CONSTRUCTION MANAGER – CAPITAL PLANNING & CONSTRUCTION

GROUP: Professional/Technical (non-represented) LEVEL: 30 FLSA STATUS: Exempt

WORK DAYS PER FISCAL YEAR: 246 HOLIDAYS: 14

SUMMARY: The Senior Construction Manager for Capital Planning and Construction is responsible for implementing the preconstruction, construction, commissioning, and project closeout phases of a development project with an emphasis on establishing and maintaining project controls and completing projects in a timely and cost-effective manner. The Senior Construction Manager must have demonstrated skills in negotiating, coordinating, and directing work of subcontractors, and in developing strong working relationships with general contractor personnel, subcontractors, inspectors, and other related parties.

CONTEXT AND WHO WE ARE: Highline Public Schools serves students and families in the communities of Burien, Des Moines, Normandy Park, SeaTac and White Center in Washington state.

OUR PROMISE: *Every student in Highline Public Schools is known by name, strength and need, and graduates prepared for the future they choose.*

In 2013, families, students, staff and community members across Highline came together to develop a strategic plan that reflects our goals and dreams for students. Our strategic plan is our equity plan and is guided by Our Promise. In 2023, the strategic plan was updated to guide our work, identifying four bold goals:

- **Culture of Belonging:** *A culture where all are welcome, valued, and safe.*
- **Innovative Learning:** *Academic experiences that engage, empower, and challenge every student.*
- **Bilingual & Biliterate:** *Multicultural skills that enable students to live, work, and communicate across cultures.*
- **Future Ready:** *Students explore possibilities and develop mindsets that prepare them for a changing future.*

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Oversee and direct construction projects from conception to completion. Schedule project in logical steps and budget time required to meet deadlines.
- Assist in coordinating with other agencies responsible for approving, permitting and regulating construction projects.
- Assist the Executive Director of Capital Planning and Construction with the bidding process for construction/remodel projects; develop bid documents; recommend award of contracts
- Plan, organize, and direct activities concerned with the construction and maintenance of structures, facilities, and systems.
- Prepare contracts and negotiate revisions, changes, and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors.
- Inspect and review projects to monitor compliance with building and safety codes and other regulations.
- Interpret and explain plans and contract terms to administrative staff, workers, and clients, representing the

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owner.

- Review the project in-depth to schedule deliverables and estimate costs.
- Study job specifications to determine appropriate construction methods. Evaluate construction methods and determine cost-effectiveness of plans; use computer to analyze data, create spreadsheets, correspondence, and reports.
- Select, contract and oversee sub-contractors.
- Prepare and submit budget estimates, progress, and cost tracking reports.
- Prepare Construction Procedures Manual.
- Develop and maintain project progress photographs and required photographs/videos for dispute/claim documentation and monitoring work progress, as related to the schedule.
- Develop and maintain daily reports, prepare minutes of meetings, prepare and post monthly reports. Ensures logs of correspondence, RFI, submittals, PCOs, COs, change requests, disputes are maintained. Identifies all issues that are disputes or potential claims and maintains documentation on each one of them, and maintains a set of contract drawings, with addenda, RFI, change orders, etc.
- Coordinate and direct construction workers and subcontractors.
- Select tools, materials and equipment and track inventory.
- Meet contractual conditions of performance.
- Review the work progress on a daily basis.
- Prepare internal and external reports pertaining to job status.
- Assures that documentation is maintained for construction projects, including construction schedules and records, documentation of "as built" conditions and guarantees by contractors and subcontractors.
- Assures that construction estimate forms are completed that meet requirements for
- state matching funds and closeout compliance requirements are met with state
- agencies and District requirement
- Plan ahead to prevent problems and resolve any emerging ones. Take action to deal with the results of delays, bad weather, or emergencies at construction site.
- Negotiate terms of agreements, draft contracts and obtain permits and licenses as necessary.
- Confer with supervisory personnel, owners, contractors, and design professionals to discuss and resolve matters such as work procedures complaints, and construction problems.
- Investigate damage, accidents, or delays at construction site to ensure that proper procedures are being carried out.
- Manages and coordinates project activities with District staff and governmental
- agencies as appropriate
- Represent the district to various public bodies as required.
- Notifies Project Manager of all significant project issues.
- Ensure that the Executive Director of Capital Planning and Construction is kept fully informed of assigned construction projects' progress and report variances from the approved construction project.
- Coordinates procurement of furniture and equipment for projects.
- Oversees investigations of existing architectural, mechanical, or electrical systems
- Collaborate with Information Services, Nutrition Services, Security, Transportation, Facilities Services, and others in the preparation of educational specifications, design, technical specification writing, bidding and contract administration relative to the district's Capital Facilities Improvement Plan.
- Provides all services to ensure quality of service, project schedule timelines, cost control and project quality are met or exceeded.
- Performs other related duties as directed by the Project Manager or the Executive Director of Capital Planning

and Construction.

MINIMUM QUALIFICATIONS:

Education and Experience

Minimum education and experience required to be considered for position

- + 7-years' experience (experience, in general, must be directly related to the field of CM or closely related fields), or equivalent, such as:
 - HS Diploma + 15-years' experience in administering design and construction contracts and/or in coordinating construction projects preferably in the public sector with K-12 schools OR
 - Bachelor's degree in Architecture, Engineering, Building Construction Management, Project Management or a closely related field and previous experience as a construction observer; or an equivalent combination of education and experience.
- At least one year of experience in overseeing different construction projects with one of the following methods of project delivery: Design Build (DB), Graduate Certificate in Change Management (GCCM), Energy Service Company (ESCO), and Progressive Design Build.

PREFERRED QUALIFICATIONS:

- Certification as a CCM or AIA is strongly encouraged
- Knowledge of engineering design and construction; construction contract management; and regulations, laws, ordinances, codes, best practices, and standards applicable to public building construction projects.
- Ability to develop construction contract documents; analyze and interpret architectural and engineering specifications; coordinate project activities; and develop cost estimates
- Knowledgeable of school construction projects

ADDITIONAL QUALIFICATIONS:

- Standard First Aid and CPR certification required within 60 days of hire

CONDITION OF EMPLOYMENT:

- Criminal background clearance
- Valid Driver's License and proof of insurance
- All certificates, licenses, endorsements, permits, and vaccines (absent exemption) as required for this position by state and local authorities

KNOWLEDGE OF

- Jobsite safety, and supervisory and training techniques
- Roles and responsibilities of the various team members and entities
- Key issues related to public contracting and construction
- Process of professional construction management applied to a construction program from conception to completion for the purpose of controlling time, cost and quality
- A/E and other consultant contracts (provisions and contract administration), consultant selection process, as well as bidding, addendum, and contract award process
- Building codes and their impact on design and construction
- Project scope of work and architectural program
- Public contract code and other legal requirements governing design and construction
- Purpose and contents of the Project Management Plan
- Various building trades and typical boundaries of their responsibilities
- Various components of "front end" specifications for construction contract documents

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- Common construction equipment and techniques, and common materials and systems
- Components of and methodology for developing the construction budget and project budget
- Cost savings vs. Value Engineering and such efforts and methodology during various stages of design
- Design and construction process; estimates and estimating; and change order process
- General computer usage (monthly reports, etc.)
- Mechanics of critical path method scheduling, including forward pass, backward pass, total float, early dates, late dates, free float, etc.
- Potential field construction problems and alternatives for resolution
- Punch list and other closeout processes
- School board policies and procedures

ABILITY TO:

- Administer A/E & other consultant contract Administer construction, testing & inspection contracts
- Assemble back up material as needed & package in an orderly manner for owner approval, etc.
- Assure timely resolution of all issues
- Calculate a simple CPM schedule to determine critical path
- Communicate effectively, both verbally and in writing
- Conduct meetings in an organized & professional manner
- Coordinate procurement and review of all close out documents; coordinate and resolve punch lists
- Coordinate and manage the addendum process
- Deal with conflict, confrontational & stressful situations in a calm & professional manner
- Define roles and responsibilities of project team and develop documents
- Define selection criteria for A/E's & other consultants & organize selection process
- Demonstrate competence through successful completion of projects, accomplishing established client, project and company goals
- Determine owner's information needs & furnish consistently
- Develop "front end" specifications for construction contract documents
- Develop & update construction schedule and master schedule
- Develop a site mobilization plan, determining lay down areas, access, trailer location, etc.
- Develop alternate procurement strategy suitable for particular project (such as design-build, trade contracting, long lead procurement, etc.) by analyzing risk and benefit
- Develop and maintain documentation related to claims
- Develop and/or review construction budget with assistance from estimating group
- Develop estimates for change orders that are not extremely complex
- Develop spreadsheets using Excel
- Document review & research during claim defense
- Establish an effective filing system
- Evaluate efficient construction sequencing, methodology & duration based on knowledge of field operations
- Exercise sound independent judgment related to project/construction, company operations, and all issues
- Expedite review of RFIs, submittals etc., Field bidders' questions
- Identify & market project to potential bidders
- Identify cost savings and value engineering opportunities Identify potential claims & issues during construction
- Identify, understand & resolve field construction problems to result in least impact
- Log and track RFIs, PCOs, submittals, correspondence, and other project documents
- Maintain daily reports
- Maintain positive relationships with clients

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- Make recommendations to owner on construction durations, milestones & LDs
- Manage large and complex projects
- Negotiate change order cost & time with contractor
- Perform bid evaluation & recommend award
- Prepare A/E & other consultant contracts; negotiate fees & other contract terms
- Prepare back up material for Change Orders to enable effective negotiations
- Prepare correspondence related to technical issues
- Prepare Project Management Plan, monthly reports, meeting minutes, design and construction procedure manuals
- Provide guidance & support relative to area of expertise
- Provide leadership to project team, clients and contractors
- Review CPM schedule prepared & updated by contractor
- Review drawings at various stages of design for compliance with scope, program, budget, bid ability, constructability
- Review estimates at various stages of design
- Review submittal comments & RFIs for appropriateness & C/O, delay impact
- Review submittals for compliance as to form
- Review work progress & develop/approve progress payment for contractor
- Review work progress for compliance with contract documents
- Speak at public forums
- Utilize computers effectively for generation of required project information
- Utilize information generated by computer
- Utilize professional dispute resolution techniques; anticipate problems; resolve issues quickly
- Comply with school board policies and follow administrative procedures

REPORTING RELATIONSHIP: Reports to the Executive Director of Capital Planning and Construction

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk on uneven surfaces. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to knee stand, crawl, sit and climb ladders/trenches. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in the field at a work site. Employee is typically required to stand for prolonged periods, crouch, crawl, bend or kneel; climb scaffolding and/or ladders; wear protective clothing or devices; be exposed to high noise levels; be exposed to equipment with cutting or crushing potential; work outdoors in inclement weather; be required to work beyond the regular work day/work week if needed to meet schedules; deal with distraught or difficult individuals and work in a non-smoking environment.

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*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

CLASSIFICATION HISTORY

Updated Minimum Qualifications as outlined by Executive Director Capital Planning and Construction, 2024.08.29

Updated Context and Disclosures sections, 2024.07.10

Created by Human Resources as outlined by Executive Director Capital Planning and Construction, 2021-11-05

Highline Public Schools, District #401, complies with all federal rules and regulations and does not discriminate in admission, access, treatment, or employment in education programs or hiring practices on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation including gender expression or identity, marital status, honorably-discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Highline Public Schools also provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries should contact: Age Discrimination Act, Americans with Disabilities Act, Affirmative Action, Civil Rights Act (employees), and Title IX: Chief Talent Officer, 206.631.3121, titleixofficer@highlineschools.org; Civil Rights Act: District Ombudsman, 206.631.3104, civilrightscoordinator@highlineschools.org; Section 504 of the Rehabilitation Act- Director of Social Services, 206.631.3250, 504coordinator@highlineschools.org, Address: 15675 Ambaum Blvd. SW, Burien, WA 98166