

Job Title: Bond Project
Superintendent

Wage/Hour Status: Hourly

Reports to: Bond Project Manager

Pay Grade:

Dept School: Facilities

Date Revised: August 7, 2013

Primary Purpose

Supervise the work on school bond-funded construction and modernization projects. Under general direction: plan, organize and supervise activities during construction of new school facilities and major rehabilitation projects within the CISD construction projects.

Qualifications

Education/Certification

Bachelor of Science on Civil Engineering

Special Knowledge, Skills & Abilities

- Prepares project planning to include project definition, scope, resources, and schedule.
- Prioritizes projects and tasks to achieve department and company objectives.
- Directs the project through all phases of the project management cycle, estimating, design, development, construction, construction billing, and final acceptance.
- Monitors project performance and identifies areas where new/improved planning can improve the quality of existing services as well as recommend means for improvement, including procedural steps, increased training, and enhanced documentation.
- Request and reviews submittals and shop drawings as required.
- Review blue stake limits and assist in set up.
- Collect and enter daily quantities.
- Document any delays and/or changes to scope of work.
- Review as-built drawings.
- Supervises the project superintendents (contractors) with daily schedules including people, equipment, materials, subcontractors, suppliers, etc.
- Oversees scheduling, planning, and budgeting functions.
- Expands existing business through relationship development with owner representatives of the projects.
- Acts as a liaison between owner representatives and field employees on all schedules, changes in scope of work, and conflict resolution.
- Acts as a liaison between owner representatives and C.S.&W. management for all pricing, scheduling, and planning of projects.
- Participates as a member of the project management team.
- Provides for sound and timely managerial decisions and control, daily use of Viewpoint, Hard Dollar, Word and Excel Software.
- Understands and follows MBE/WBE/DBE requirements.
- Writes RFI's and letters of intent as needed.
- Assures compliance with District's safety policies and OSHA safety standards.
- Multi-tasks and stay focused on the big picture while addressing daily issues.
- Coordinates and delegates timely completion of traffic control plans, equipment mobilization, safety plans, haul road plans, erosion control plans, purchase ordering, job costing, and other duties as required.
- Manages all sub-contractors for timely completion and quality.
- Directs multiple projects simultaneously.

Experience

- Exceptional organizational and communication skills.
- High degree of professionalism and strong work ethic.
- 5 years of experience in civil construction or B.S. on Civil Engineering and 3 years working as a Construction Superintendent
- Proficiency with reading blue prints, plans, specs, contracts, purchase orders, etc.
- Proficiency in planning, scheduling, and production.
- Proficiency in Microsoft office-Excel/Word.
- Project management software experience.
- Experience in public school construction (K-12) is preferred
- Understands the process of building a job.

Major Responsibilities and Duties

1. Reports to the Bond Project Manager for successful performance of assigned responsibilities.
2. Coordinates the duties of contractors and/or other field personnel to insure jobs are completed within the time and specifications assigned.
3. Coordinates with the Financial Department for all pricing and change orders.
4. Ability to develop professional relationships with contractors, subcontractors, and architects.
5. Ability and willingness to take ownership of each project and meet or exceed districts quality standards.
6. Ability to think independently and be a problem solver.
7. Effectiveness of working relationships with others in the company including ability to motivate and maintain positive morale of district employees.
8. Coordinate the storage and handling of construction documents.
9. Inspect facilities and make recommendations for improvement as needed.
10. Develop and maintain construction progress schedules. Coordinate and document project development and construction progress meetings
11. Conduct on-site inspection of construction projects to ensure conformity with construction documents
12. Complete periodic reports of construction project progress and prepare presentations for administration and Board of Trustees.
13. Other duties as assigned by Bond Project Manager and Executive Director of Facilities and Transportation.