

Director IV – Facilities Construction Management

Position Details

Job Code: U7103

Reference Code: A073

Division: Facilities Services Unit

Classification: Professional-Technical

Terms of Employment: [Step 45 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to direct the activities of the Construction Management Department, which consists of new construction and modernization services. This position is directly responsible to the Assistant Superintendent, Construction, Facilities Services Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Develops, evaluates, and makes recommendations for division and department policies, regulations, and procedures.
2. Recommends/coordinates architects, engineers, consultants, and vendors for new construction and modernization contract projects.
3. Negotiates fees of architects and engineers for new construction and modernization contract projects.
4. Develops, coordinates, and executes project schedules for design, procurement, construction, and closeout of new construction and modernization contract projects.

5. Develops design, construction, and consulting contract documents.
 6. Reviews new construction and modernization contract designs and cost estimates for constructability and conformance to budget.
 7. Qualifies bidders for new construction and modernization contracts.
 8. Prepares advertisements, requests for proposals/qualifications, invitations for bids, and bidding documents for procurement of new construction, modernization, professional design services, technical services, and consulting contracts.
 9. Complies with state and local statutes, codes, regulations, and standards for design, procurement, and construction and modernization contracts.
 10. Evaluates bids and proposals for responsiveness and complies with applicable statutes, ordinances, standards, policies, and procedures; evaluates and responds to bid protests.
 11. Administers design, construction, modernization, and consulting contracts to ensure compliance with programmed budgets, schedules, and contract documents, plans, specifications, codes, and regulations.
 12. Oversees quality control of materials and workmanship in construction and modernization contracts.
 13. Manages change orders and deviations from contract documents, plans, and specifications.
 14. Coordinates contract completion, ancillary services, and move-in of completed construction and modernization projects.
 15. Manages construction dispute, resolution programs; negotiates and settles claims and litigation.
 16. Develops, produces, and manages program and project status reports for internal and public use.
 17. Represents the Clark County School District (CCSD), Facilities Services Unit, and Construction Management Department in providing status reporting and public information services, as directed or requested.
 18. Coordinates new construction and modernization activities with appropriate CCSD staff in other departments and with state and local offices.
 19. Supervises and evaluates assigned staff.
 20. Performs other duties related to the position, as assigned.
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Position Expectations

Knowledge of building design, construction, and materials.

Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in construction management or construction-related discipline or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. A minimum of ten (10) years of successful construction-work related experience.
3. Successful performance in the position held at the time of application.

Preferred Qualifications

1. An earned master's degree from an accredited college or university in construction management or construction-related discipline with fifteen (15) years of related experience.
2. Five (5) years of related experience in a K-12 educational environment.
3. Working knowledge of Nevada Revised Statutes (NRS), Nevada Administrative Codes (NAC), building codes, and state and local ordinances, standards, and regulations relating to public works projects.
4. Completion of advanced courses in management.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative

solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 01/08/24
- Created: 12/12/08