

Construction Documents Manager

Position Details

Class Code: 4260

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 56 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, plans, develops, manages, and supervises the preparation, control, and storage of legal documents for construction management projects.

Essential Duties and Responsibilities

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

1. Supervises personnel responsible for the safekeeping, processing, and disposition of legal construction documents.
2. Ensures that all legal documents, contracts, Clark County School District Board of Trustee items, specification manuals, etc., are prepared, distributed, transferred, and stored on an accurate, timely basis.
3. Maintains archives of all contracts, plans, drawings, bids, legal documents, Board items, and specification manuals related to new schools for future reference.
4. Monitors legal documents; ensures records are up-to-date.
5. Monitors the flow of purchases and returns of bid documents.
6. Assists the director and other administrators in developing and maintaining document control procedures.
7. Develops construction management forms necessary for tracking projects' progress.
8. Prepares and maintains legal documents/contracts.

9. Routes correspondence reports and bulletins.
 10. Participates in bid opening meetings and takes detailed notes.
 11. Confers with legal staff to ensure documents/contracts meet District standards.
 12. Provides input for the evaluation of assigned staff.
 13. Conforms to safety standards, as prescribed.
 14. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Manages the organization, maintenance, distribution, preparation, disposition, and retrieval of construction management records, legal documents, plans, and contracts.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of construction document types and District document control/record retention requirements.
2. Knowledge of computerized project management hardware/software as applied to document indexing and retrieval.
3. Knowledge of construction terms.
4. Knowledge of archival storage requirements.
5. Ability to check and rearrange long, technical documents for conformance to given stylistic/formatting principles.
6. Ability to plan, establish, and implement a construction document control system.
7. Ability to supervise and evaluate employees.
8. Ability to establish requirements for construction document receipt, control, processing, distribution, and final disposition.
9. Ability to meet predetermined deadlines.
10. Ability to interpret/explain instructions, procedures, and regulations to personnel and the public.
11. Ability to plan, organize, and prioritize work.
12. Ability to safely move or relocate heavy objects.
13. Ability to maintain confidentiality of sensitive materials.
14. Ability to coordinate work schedules and monitor document-processing activities.
15. Ability to communicate verbally and in writing.
16. Ability to judge when to act independently and when to refer situations to a supervisor.
17. Ability to work flexible hours/shifts.

18. Ability to work cooperatively with employees, vendors, and the public.
 19. Ability to recognize/report hazards and apply safe work methods.
 20. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Five (5) years' experience managing/supervising construction or contracted services documents, with at least two (2) years involving contracts/legal documents.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Copy of a valid driver's license or state-issued identification card.
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

District facilities - schools and department offices.

Work Environment

Strength

Sedentary/medium - exert force up to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, telephones, calculators, copiers, fax machines, filing cabinets/equipment, etc.

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: 08/09/23
- Created: 01/20/94