

DATE:

11/19/2024

AGENDA ITEM (ACTION ITEM):

Consider/Approve the creation of the job description for "Construction Supervisor".

APPLICABLE BOARD POLICY:

01.11 General Powers and Duties of the Board

HISTORY/BACKGROUND:

The District currently employs a "Construction Project Manager". The creation of this position in 2011 was the evolution of the "Buildings, Grounds, and Maintenance Supervisor" position so a dedicated resource existed for construction projects. After a review of supervisory positions within the Operations team specific to construction, maintenance, and building operations, it was determined to have these three areas mirror each other in terms of job qualifications, performance responsibilities, and salary. To accomplish these changes, it is necessary to create the "Construction Supervisor" job description at the same time the "Buildings, Grounds, and Maintenance Supervisor" and "Support Operations Supervisor" job descriptions are revised. The current "Construction Project Manager" will be grandfathered into the current job description and salary with the position being abolished in favor of the "Construction Supervisor" position upon the "Construction Project Manager" position being vacated. Aligning the responsibilities and salaries of the three supervisor positions over construction, maintenance, and building operations will save approximately \$15,000 in the general fund once the "Construction Project Manager" position is vacated.

FISCAL/BUDGETARY IMPACT:

\$0 impact to create the "Construction Supervisor" job description

RECOMMENDATION:

Approval to create the job description for the position of "Construction Supervisor".

CONTACT PERSON:

Malina Owens, Assistant Superintendent; Matt Rigg, Chief Operations Officer

Principal/Administrator



District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.
Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

Kenton County School District
Job Description: Construction Supervisor
Job Class Number: ????

TITLE: Construction Supervisor

QUALIFICATIONS:

1. High School diploma or GED; Associate's degree in Construction Management or related field preferred
2. Demonstrated knowledge of construction, project management, maintenance, and building security
3. Minimum of five (5) years' experience with commercial new construction and renovation project management; experience with public school construction/renovation preferred
4. Demonstrated ability to efficiently and effectively manage the capital construction process; to include the job site as well as associated paperwork and budgets; experience with the Kentucky Department of Education Capital Construction process preferred
5. Demonstrated ability to communicate professionally and positively, in spoken and written form, while protecting confidential information
6. Demonstrated aptitude and skills with computer hardware and software to complete all job responsibilities requiring the use of technology

REPORTS TO: Assistant Superintendent of Operations, Executive Director of Operations, or designee

SUPERVISES: None

JOB GOAL: Provide a world-class education environment for all students and guests and a world-class work place for all staff by ensuring timely, accurate, on budget, and safe completion of construction, renovation, and maintenance projects while leading an efficient and effective capital construction operation

PERFORMANCE RESPONSIBILITIES:

1. Supervise all aspects of the capital construction process; to include, but not limited to, Kentucky Department of Education processes and approvals, District construction processes and approvals, project budget development, reconciliation, and close-out, prepare and manage direct material purchases, coordinate the change order process with district personnel, architects, engineers, contractors, and KDE personnel, assist with the construction project bidding process, and prepare and submit required reports and documentation
2. Communicate and coordinate with architects, engineers, contractors, and all entities involved in the construction, renovation, equipping, and maintenance of District facilities to ensure projects are on time, being completed accurately, and within budget
3. Assist with the development and implementation of the Kenton County School District Facility Plan (DFP); to include, but not limited to, project design, cost estimation, and project timelines
4. Develop, implement, and monitor a construction safety plan for each construction job site; make adjustments to the plan as needed
5. Coordinate with local police departments, fire departments, building inspectors, highway departments, utility providers, and the like regarding all construction projects and permitting requirements
6. Develop and implement an efficient, effective and secure system to track and store all digital drawings, hard copy drawings, building operation manuals, and warranty information for all District facilities
7. Assist with the preparation of any/all bids for construction, renovation, and maintenance projects for all District facilities
8. Assist with the development and adherence to the annual District capital construction budget
9. Maintain the District roofing assessment, preventative maintenance, and replacement program
10. Coordinate and assist with the annual District facility needs process

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11. Prepare and submit monthly reports to the Board of Education related to capital construction; assist with preparing and submitting assigned issue papers requiring Board of Education approval
12. Assist district personnel with local planning efforts related to facility safety and space utilization
13. Ensure compliance with the Kenton County School District fixed asset requirements related to construction, renovation, and maintenance projects
14. Assist with the annual property insurance calculations and requirements in accordance with State recommended guidelines
15. Assist the local education agency's (LEA) designee with proper maintenance of the Asbestos Management Plan for each school location; serve as the LEA when assigned
16. Maintain the Kentucky Facilities Inventory Classification System and School Building Inventories in accordance with Kentucky Department of Education guidelines
17. Engage in relevant professional development to keep current with all aspects of the position
18. Provide support to administrators and staff in the areas of capital construction and operational management
19. Work collaboratively with and provide assistance to the Maintenance Supervisor and Building Operations Supervisor as needed or assigned
20. Attend and/or preside over meetings as the supervisor designates
21. Perform other duties as assigned by the supervisor

PHYSICAL DEMANDS

- Lift floor to table up to 50 pounds/lift table to chest up to 50 pounds/lift overhead up to 40 pounds
- Carry up to 50 pounds
- Climb ladders up to 20 rungs
- Climb up to 50 steps up/down
- Push/Pull up to 75 pounds
- Prolonged periods of standing

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230 days
- Salary Schedule: S15 on Classified Professional Salary Schedule
- FLSA Status: Exempt

EVALUATION:

Performance of the position will be evaluated by the Assistant Superintendent of Operations, Executive Director of Operations, or designee

APPROVED: ??/??/????