

# USD 313 DISTRICT CONSTRUCTION LIAISON JOB DESCRIPTION

**POSITION TITLE: DISTRICT CONSTRUCTION LIAISON**

**SUPERVISOR:** Superintendent of Schools

**EDUCATION:** BS Degree or equivalent experience

**EXPERIENCE:** Minimum five years of experience in project management and administration of school building projects. At least two years in a management or supervisory role is required.

**THE PURPOSE AND OBJECTIVES OF THE POSITION:**

The Construction Liaison will provide leadership and management while monitoring the process of the construction of one new school and several remodeling projects. This individual will be responsible for working with the architects, construction manager, and building administrators in the scheduling and sequencing of move management activities. The construction liaison will work cooperatively with the architects and construction manager to facilitate that the jobs are completed on time, within budget, with quality workmanship, and to the satisfaction of the Board of Education.

**ESSENTIAL FUNCTIONS:**

1. Work with the Construction Manager from the early stages to the final completion. This includes monitoring the construction process, subcontractor relations and cost and budget issues.
2. Administer the contractual aspects of the project in order to maximize all construction efforts and to minimize any risk to the school district.
3. Proactively communicate information to architects, the construction manager, and building administrators to enable them to work toward the successful completion of the project schedule.
4. Manage relationships in such a way as to maximize the success of the projects.

**PRIMARY DUTIES:**

1. Work with the architects and construction manager to resolve any personnel issues that affect the project.
2. Maintain adequate records.
3. Resolve any school district employment issues and disputes expeditiously.
4. Be the primary negotiator for change orders and the provider of claim documentation.
5. Be the emergency telephone contact.
6. Attend and document all meetings related to school building construction and renovation.
7. Enlist help from school district officials for team decision-making.
8. Preserve and protect the school district's reputation for quality work, performed on time, and within the budget.
9. Maintain a general knowledge of employment law, OSHA, and Workmen's Compensation.
10. Other duties as assigned.

**GUIDELINES:**

1. Be fair and firm in dealing with clients, subcontractors, vendors, and subordinates.
2. Communicate in a professional tone with all parties on the job, but be particularly sensitive to school district personnel and community members.
3. Act as a leader. Be positive in your approach to working out problems and communicate with a sense of completion.
4. Be responsive to the construction staff.
5. Be responsive to the needs of the school district officials and any project designers.
6. Maintain a professional appearance and enforce the dress code of the construction staff.
7. Monitor the project budget, bills, and expenditures.
8. Record all communication and pertinent information relating to the job schedule.
9. Address all concerns by local residents in a timely fashion.

10. Be diligent about your record keeping and ensure that the superintendent is involved on a regular basis.

OTHER REQUIREMENTS

1. Ability to work cooperatively and constructively with others.
2. Ability to communicate effectively with broad and diverse audiences.
3. Ability to handle a fast paced and intense work environment.
4. Ability to manage job responsibilities and meet the established outcomes.
5. Ability to work on a daily schedule that could demand extended workdays.

TERMS OF EMPLOYMENT AND SALARY:

1. 12 month work agreement at .5 FTE (If additional time is needed or required it will be compensated on percentage basis, and with approval by the Board of Education)
2. At-will employment status
3. \$3,000 per month salary

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the USD 313 Board of Education's policy.

APPROVED: 5/13/2013