



FACILITIES CONSTRUCTION CONTRACTS SPECIALIST

SUMMARY/SCOPE/GOAL

Develop and manage construction contracts for wide range of facilities capital construction projects.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- AA/AS and minimum five (5) years of relevant work experience in related job functions preferably in facilities construction **OR**
- BA/BS and minimum three (3) years of relevant work experience in related job functions preferably in facilities construction **OR**
- Minimum of ten (10) years of direct work experience in facility construction contracts administration

PREFERRED/DESIRED:

- Experience in building construction contract development for design build and construction management contracts valued between \$50,000 and \$20,000,000.
- Familiarity with the Owner Direct Purchasing program.
- Familiarity with AS 400 financial and procurement modules
- Familiarity with Agenda Plus
- Familiarity with Smartsheet
- Two (2) years supervisory experience

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- NA

PREFERRED/DESIRED:

- NA

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Adhere to and ensure compliance with applicable School Board Policies, Administrative Procedures and processes.
2. Periodically review and update base contracts for continuing services contracts including consulting engineering services, construction management services and design build services. Coordinate review with Procurement, Legal and Risk Management.
3. Assist in the development of base contracts and requests for qualifications for competitive solicitations for consulting engineering services, construction management services and design build services.

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4. Prepare and monitor construction contract change orders. Prepare annual change order report to the School Board.
5. Develop contract documents for School Board consideration.
6. Review proposals for scope, schedule, exclusions and pricing. Compare hourly rates and itemized expenses with audited rates. Negotiate fees, scope, schedule and hours with engineering and construction services vendors.
7. Coordinate and collaborate with construction project managers, user departments, principals and other school-based administrators regarding contract terms.
8. Prepare Owner Direct Purchases in compliance with state law and Board policy.
9. Prepare purchase orders.
10. May assist with, monitor, report on or supervise construction contract management tasks such as pay application review and approval or project close out requirements.
11. May supervise administrative and clerical staff involved in construction contract management.
12. May prepare construction contract summary reports for the School Board and/or the Sales Surtax Independent Citizens Oversight Committee.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Knowledge of facilities construction contracting, including local, state and federal parameters. Knowledge of construction services procurement policies and procedures. Ability to negotiate construction contract terms. Ability to prepare contract documents. Position requires exceptional interpersonal communication skills and written communication skills. Ability to use BPS business systems (AS 400, Agenda Plus, Smartsheet, MS Office).

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, presentations, or custom applications.

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PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites occasionally. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	Facilities Services	DEPARTMENT:	Planning and Project Management
TITLE CODE:		CONTENT BY:	Facilities Services Assistant Superintendent
GRADE:	14	COMPENSATION:	Human Resources
UNIT:	NB (Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	Submitted 6/27/2023	CLASSIFICATION:	Karyle Green, Ed.D.
SCHEDULE:	8 Hrs. - 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	6/19/2023	Developed	Facilities Services Assistant Superintendent

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.