

# UNION TOWNSHIP PUBLIC SCHOOLS

Central Management Support

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**JOB TITLE:** District Capital Projects Manager

**QUALIFICATIONS:**

Minimum experience as determined by the board

1. College degree preferred
2. Valid New Jersey Drivers license (CDL preferred)
3. Ability to work with and among building tradespeople
4. All individuals working on site must provide evidence of successful experience and/or education in the development and implementation of construction projects.
5. Individuals must be facile with computer hardware and software applicable to word processing and construction applications.
6. Demonstrated knowledge of architecture, school construction, engineering, plant operation, maintenance and management, and school safety
7. Demonstrated ability to oversee a major institutional or industrial construction project involving all phases of construction
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
9. Such alternatives to the above qualifications as the board may find acceptable and appropriate
10. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO:** School Business Administrator

**JOB GOAL:**

Observe the construction projects on-site to protect the School District against defects and deficiencies in the Contractor's work. Ensures that the School District has a construction administrator on the premises on a full-time basis and that the inspections are performed in a manner that confirms the reported results. The individual or company supplements, rather than replaces, the work of the Architect's employees.

**PERFORMANCE RESPONSIBILITIES:**

**General**

1. Ability to maintain records, conduct conferences, observe work in progress and compile written reports and experience in the same.
2. Demonstrated ability to communicate on a professional level with School District staff, Architects and Contractors.
3. Demonstrated ability to interpret and understand AIA contracts, blueprints and similar construction documents and experience in the same.
4. All individuals working on-site must successfully undergo all required background checks as required by the SDA - School Development Authority

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#### REPORTABILITY:

Reportable and shall respond to directives and inquiries on a routine basis to the School Business Administrator, but shall also respond to the directives and inquiries of the CSA and Assistant Superintendents.

Coordinate and communicate with Supervisor of Building and Grounds.

#### PERFORMANCE RESPONSIBILITIES: (INCLUDING, BUT NOT LIMITED TO THE FOLLOWING)

1. On a full-time basis -conduct on-site observations and comprehensive checks of work in progress as a basis for determining conformance of work, material and equipment with the Contract Documents.
2. Serve as liaison between the Contractor (through the Contractor's job superintendent), the School District and the Architect, and maintain a professional relationship with the Contractor and all Subcontractors on the job.
3. Oversee all in-house construction jobs.
4. Protect School District personnel from issuing instructions to the Contractors or employees.
5. Ensure tests, which are required, by the Contract Documents or Government regulations are appropriately performed and observed. Record and report to the Architect all details relative to the test procedures.
6. Maintain, at the jobsite, orderly files for correspondence, reports of Project Meetings, and documents, including all Addenda, Change Orders, payrolls, additional drawings issued subsequent to the award of Contract, and all other pertinent information.
7. Keep a daily diary or log book recording hours on the jobsite, weather conditions, list of visiting officials and jurisdiction, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures.
8. Develop and maintain records assuring that all individuals on the construction site have obtained proper background checks and clearances as required by SDA – School Development Authority.
9. Advise the Contractors against the installation of any materials and equipment for which Shop Drawings are required unless such Drawings have been duly approved and issued by the Architect.
10. Do not authorize deviations from the Contract Documents. Do not conduct any test personally. Do not enter into the area of responsibility of the Contractor's field superintendent. Do not expedite work for the Contractor. Do not advise or issue direction relative to any aspect of the building technique or sequence, unless a specific technique or sequence is called for in the Specification. Do not approve Shop Drawings or samples.
11. Report any variances, conflicts or potential problems to the Architect or School District immediately.

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12. Perform other functions as required or requested by the School District or Architect as set forth in the Clerk of the Works Service Agreement.
13. Consider and evaluate suggestions or modifications which may be submitted by the Contractor to the Architect, and report them with recommendations to the Architect for final decision.
14. Be alert to the completion date and to conditions, which may cause delay in completions, and report it to the Architect.
15. Attend all school board meetings and required conferences held on or off the jobsite, and report all results to the School District.
16. Maintain required payroll information and records.
17. Assist the Contractor's superintendent to understand the intent of the Contract Documents. Obtain from the Architect additional details or information if, and when, required at the jobsite for proper execution of the work.
18. Accompany Local, State, or Federal inspectors through the Project, record the outcome of these visits, and report it to the Architect and the School District.
19. Receive samples which are required to be furnished at the jobsite, record date received and from whom, notify the Architect of their readiness for examination, record Architect's approval or rejection, and maintain custody of approved samples.
20. Record names, address, and telephone numbers of all Contractors and Subcontractors.
21. If the School District occupies (to any degree) the building prior to actual completion of the work by the Contractor, be especially alert to the possibilities of claims for damage to completed work prior to the acceptance of the building.
22. During the course of the work collect guarantees, certificates and maintenance operation manuals; and at the acceptance of the Project, assemble this material and deliver it to the Architect for forwarding to the School District.
23. Review all Requisitions for Payment from Contractors.
24. Coordinate and comply with directives of the School District Superintendent on phasing of the Project for work at night, on weekends and/or holidays.
25. Comply with directives of the Superintendent of the School District for recording of the construction progress.

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### Works with the Supervisor of Buildings and Grounds on the following areas:

#### Purchasing

1. Recommends for purchase necessary equipment and supplies and maintains an inventory of them.
2. Determines and establishes detailed specifications pertaining to supplies, materials, equipment and local contract work.

#### Inspections

1. Inspects all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.
2. Inspects and maintains fire alarm systems and fire extinguishers on a regularly scheduled basis.

#### Budgeting

1. Prepares and administers all specifications for the purpose of receiving bids for maintenance, grounds and custodial supplies and equipment.
2. All bid requests shall be submitted to the business office for review prior to submitting for Board approval. District wide evaluation and processing should be within the districts capital plan
3. Supervises and inspects the improvement and renovation work performed by outside contractors, and verifies that the terms of all such contracts have been fulfilled before authorizing final payments.
4. Confers with school principals, landscape architects and other parties in budgeting and making plans for landscaping, planning and maintenance of various school grounds.
5. Evaluates all employees under custodial and maintenance.

#### Record-Keeping and Implementation of Policy

1. Maintains all records that are required by board policy, statute or administrative code.
2. Interprets and enforces board policies regarding school maintenance, safety and security procedures.

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### TERMS OF

**EMPLOYMENT:** Work year and salary to be determined by the board.

### ANNUAL

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by:

Date:

Revised:

### LEGAL REFERENCES:

<u>N.J.S.A. 13:1F-19</u>	School Integrated Pest Management Act
through -33	
<u>N.J.S.A. 18A:6-2</u>	Instruction in accident and fire prevention
<u>N.J.S.A. 18A:11-1</u>	General mandatory powers and duties
<u>N.J.S.A. 18A:17-42 et seq.</u>	Public School Safety Law
<u>N.J.S.A. 18A:17-49</u>	
through -52	Buildings and grounds supervisors to be certified
<u>N.J.S.A. 18A:18A-1 et seq.</u>	Public schools contracts law
<u>N.J.S.A. 18A:18A-37</u>	Award of purchases, contracts, agreements educational facilities managers
<u>N.J.S.A. 18A:22-8</u>	Contents of budget; program budgeting system
<u>N.J.S.A. 18A:41-1 et seq.</u>	Fire, school security drills
<u>See particularly:</u>	
<u>N.J.S.A. 18A:41-5</u>	
<u>N.J.S.A. 18A:54-20</u>	Powers of board (county vocational schools)
<u>N.J.S.A. 34:5A-1 et seq.</u>	Worker and Community Right to Know Act
<u>See particularly:</u>	
<u>N.J.S.A. 34:5A -10.1</u>	
through -10.5	
<u>N.J.S.A. 34:6A-25 et seq.</u>	New Jersey Public Employees Occupational Safety and Health Act
<u>N.J.S.A. 58:10B-24.6 et seq.</u>	Hazardous discharge site remediation
<u>N.J.A.C. 5:11-8.5</u>	Licensing of operating engineers and boiler operators
<u>N.J.A.C. 5:23-7</u>	Barrier free subcode of the uniform construction code
<u>N.J.A.C. 6A:26</u>	Educational facilities
<u>See particularly:</u>	
<u>N.J.A.C. 6A:26-12</u>	Operation and maintenance of facilities
<u>N.J.A.C. 6A:26-16.1</u>	Certified educational facilities manager
<u>N.J.A.C. 6A:26A</u>	Comprehensive maintenance plans
<u>N.J.A.C. 7:30-13.1 et seq.</u>	Integrated Pest Management

Bloodborne Pathogen Standard, 29 CFR 1910.1030

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.