

# Bond Job Superintendent for Repairs

## Job Description



<b>Job Title:</b>	Bond Job Superintendent for Repairs	<b>FLSA:</b>	Exempt
<b>Reports to:</b>	Bond Administrator for Repairs, Executive Director/Director of Maintenance	<b>Pay Grade:</b>	ADMA6
<b>Dept./School:</b>	Maintenance Department Bamberg Professional Development Center	<b>Calendar Days:</b>	256
<b>Contract:</b>	Probationary/Term	<b>Revised:</b>	2.16.2024

### Primary Purpose

The Job Superintendent for Repairs acts under the general direction of the Bond Administrator and Executive Director/Director of Maintenance bond projects which correlates with Operations.

### Qualifications

#### Education/Certification:

- Bachelor's Degree from a recognized, accredited college or university (Construction Management, Architecture, or Engineering) preferred or equivalent work experience may be substituted
- Clear and valid Texas Driver license or out of state equivalent

#### Special Knowledge/Skills:

- Possess leadership and supervisory skills
- Ability to communicate effectively with a variety of audiences, i.e. department personnel, outside consultants, project management firms, and contractors
- Ability to meet inflexible deadlines, multitask, and perform job duties with minimal supervision while following District guidelines and procedures
- Ability to maintain emotional control under stress when dealing with difficult people or situations as well as frequent interruptions
- Ability to demonstrate strong internal and external support for Aldine ISD
- Excellent knowledge and understanding of all facets of facility planning and construction and bond guideline
- Highly effective organizational and consensus building skills
- Knowledge and understanding of school district bid and bond policies and procedures
- Ability to adapt to a changing work environment and to continuously improve operations
- Knowledge and understanding of the change process, organizational development, conflict resolution, and facilitation skills

#### Experience:

- Minimum five (5) years successful Job/Field Superintendent experience or equivalent

### Major Responsibilities and Duties

1. Re-roofing at several schools
2. Major mechanical, electrical, plumbing upgrades and equipment replacement throughout the District
3. Fire and Life Safety upgrades throughout the District

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4. Repairs to the interior and exterior of building structures
5. Improvements to drainage, outside utilities, parking lots, sidewalks and sight lighting
6. Review construction repair documents, drawings, and specifications
  - a. Evaluate and advise architects on construction details
  - b. Recommend change to save cost without altering the quality of the work
  - c. Review and edit all plans and specifications for repair work to be performed throughout the construction document development and proposal phases
  - d. Lead the review and coordination of major repair documents, drawings, and specifications with other departments within the District as necessary
  - e. Lead the bidding phase to receive and evaluate general construction repairs proposals and assist with the recommendations to be made to the Board of Trustees
  - f. Monitor preparation of design documents to ensure compliance with the basis of designs, and that they meet all technical standards and the overall program objectives

### **Collaboration**

7. Coordinate with department heads and district administrators as necessary to support the multidisciplinary mission of Aldine ISD, and provide an open line of communication for the coordination of project activities and problem resolutions
8. Meet with campus and district administrators to review project specification and design drawings
9. Facilitate meetings with the Operations Departments to ensure interdepartmental input and concerns are received prior to project substantial completion

### **Construction Field Services**

10. Attend construction meetings and perform job site visits as required to provide continuous feedback and input on project management and performance
11. Evaluate and makes recommendations on project change orders
12. Represents the District in disputes involving the designs, drawings, and/or specifications between the Consultants and General Contractors to reach a resolution

### **Personnel Supervision and Management**

13. Conduct performance evaluations and resolves personnel issues with the field inspectors
14. Establish goals, determines resource requirements, and allocates available resources to meet the goals
15. Create and implement changes as needed to meet departmental, divisional, or district goals
16. Provide feedback to staff on a continual basis to maximize performance

### **Supervisory Responsibilities**

17. Provide guidance for assigned departments and crafts on developing appropriate strategic goals and objectives aligned with the Aldine ISD bond overall strategic vision, mission, goals and objectives, and provide active support for achieving them

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18. Participate in the district-level bond decision process to establish and review the district's goals and objectives and major projects
19. Ensure that required training is administered to appropriate bond staff
20. Responsible for the development, operation, and monitoring of the district bond projects
21. Oversee and direct the scheduling and funding of major projects
22. Coordinate and schedule district wide bond projects at various campuses and oversee weekend and after hour emergency scheduling of needed repairs
23. Direct, implement, and supervise a district-wide job superintendent along with support personnel and oversee field inspectors
24. Coordinate with the district New Construction department the scheduling funding source of various projects over the span of the bond projects
25. Determine and introduce strategies to help bond official's and operational staff effectively deal with the needs of the schools and stakeholders serving in an advisory capacity on matters relating to project scheduling, building assignments, building readjustments etc.
26. Responsible for reviewing, monitoring, implement policies that effect project scheduling, budgets, scopes of work, RFQs, to reduce scheduling problems, funding problems project hold ups, etc.
27. Actively participate in Maintenance on-call rotation
28. Serve as the mediator for project conflicts, bond problem-solving
29. Responsible for the management and quality assurance of all bond related documents
30. Review and advise on (inter and intra local agreements)
31. Serve as liaison with City County Permit officials and Bond awarded contractors
32. Manage the annual Bond budget and oversee the budgets of assigned crafts to ensure prudent management of funds and human resources necessary to carry out the diverse functions and projects of the Maintenance Department
33. Respond to requests for information from the Superintendent, providing all pertinent data
34. Attend bond meeting providing information and presentations as required
35. Work collaboratively with all Senior Leadership Team members. Ensure collegial working relationships, effective teamwork, and open communication among department staff; and provide high quality provision and services, assistance, and information by department staff to district management and staff, and the general public

### **Professional Growth and Development**

36. Improve leadership skills through self-initiated professional development activities on a continuous basis
37. Represent Aldine ISD on Maintenance Bond specific matters at the state, regional, and local district levels

### **Other**

38. Monitor district facilities and projects after hours
39. Coordinate special projects as assigned

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40. Perform other duties as assigned by the Bond Administrator and Executive Director/Director of Maintenance

#### Supervisory Responsibilities

Supervision of assigned staff

#### Evaluation

The Job Superintendent's evaluation is a responsibility resting with the Bond Administrator for Repairs and Executive Director of Maintenance. An evaluation shall be completed in writing at least once during the course of each school year.

#### Work Environment

**Mental Demands:** Work with frequent interruptions, maintain emotional control under stress

**Physical Demands/Environmental Factors:** May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; frequent districtwide and occasional statewide travel

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals.

**Posture:** Frequent sitting and standing; occasional bending/stooping, pushing, /pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 50 pounds)

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.