

Assistant Superintendent, Construction

Position Details

Job Code: U7370

Reference Code: A988

Division/Unit: Facilities Services

Classification: Professional-Technical

Terms of Employment: At-Will, Equivalent to [Step 47 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to serve as the responsible administrator for providing comprehensive leadership for the Construction Management department with emphasis on delivering exceptional construction outcomes. The individual selected for this position will be directly responsible to the Deputy of Operations.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Provides leadership and direction to the Construction Management department.
2. Represents the District while interfacing with municipalities and governmental agencies.
3. Represents the District in meetings with the Bond Oversight Committee; answers inquiries; provides reports; shares concerns and issues raised with the Deputy of Operations, Superintendent, and Clark County School District Board of Trustees.
4. Develops, evaluates, and makes modifications to department policies, regulations, and procedures.

5. Administers design, construction, modernization, and consulting contracts to ensure compliance with capital program budgets, schedules.
6. Reviews, negotiates, and recommends architects, engineers, consultants, and vendors for new construction and modernization contract projects.
7. Oversees the development, coordination, and execution of project schedules for design, procurement, construction, and closeout of new construction and modernization contract projects.
8. Develops design, construction, and consulting contract documents.
9. Reviews new construction and modernization contract designs and cost estimates for constructability and conformance to budget.
10. Qualifies bidders for new construction and modernization contracts.
11. Complies with state and local statutes, codes, regulations, and standards for design, procurement, and construction and modernization contracts.
12. Oversees quality control of materials and workmanship in construction and modernization contracts.
13. Monitors change orders and deviations from contract documents, plans, and specifications.
14. Manages construction dispute and resolution programs; negotiates and settles claims and litigation.
15. Oversees the development and production of project status reports for internal and public use.
16. Provides guidance, sets goals, and evaluates performance of assigned staff.
17. Responds to internal and external customers in a timely, accurate, courteous, and empathic manner representing the Clark County School District in a positive light.
18. Develops and oversees programs for quality assurance, process improvement, regulatory compliance, and productivity enhancement.
19. Oversees the establishment and updating of engineering assessments for all existing schools to assess and prioritize renovations and repairs.
20. Maintains a high-level of customer service.
21. Identifies opportunities to eliminate, modify, or enhance services and capabilities within a changing economic environment while maintaining high productivity and customer service.
22. Promotes and provides for staff professional learning opportunities.
23. Coordinates the activities of the unit with other units, schools, and outside agencies, as necessary.
24. Analyzes the scope, plans, and budgets of projects to ensure that they are adequately funded and funding sources are maximized.

25. Monitors the administration of a capital funds budget; plans and administers an operating budget for the department.
 26. Monitors and reviews existing and proposed laws and regulations affecting school construction, finance and management; serves as liaison with regulatory agencies to ensure compliance with design and building codes; represents the District in local, state, and federal legislative processes related to school facilities construction and modernization projects.
 27. Provides pertinent information, reports progress and needs, and recommends actions concerning the department to the Deputy of Operations.
 28. Coordinates the activities of the department with other units, divisions, departments, schools, and outside agencies, as necessary.
 29. Initiates recommendations for staffing needs; provides for the selection, orientation, training, development, and maximum utilization of assigned staff.
 30. Performs other duties related to the position, as assigned.
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Position Expectations

1. Expansive knowledge of building design, construction management, and contract development.
2. Ability to direct and implement major projects and initiatives; excellent organizational, administrative and project management skills, including the ability to assess and diagnose critical areas for attention, develop strategies, and translate them into concrete action.
3. Ability to foster an environment that focuses on quality results while motivating, developing, and supporting a diverse staff, encouraging continuous improvement, and working effectively as a member of a diverse team.
4. Possesses a sense of vision and projects that sense, involves others in accomplishing goals and solving problems, and interacts with diverse employee groups successfully.
5. An understanding of the change process and its relationship to current trends in large urban school districts.
6. Ability in planning, scheduling, and allocating resources, reaching logical conclusions and making high-quality decisions using appropriate decision-making processes, and accepting responsibility for actions and consequences.
7. Effectiveness in using computer technologies to enhance professional development opportunities and to manage departmental functions.
8. Ability to continue one's own lifelong learning, to develop talent and leadership skills in others, to provide critical feedback, and to receive critical feedback in order to maintain high standards for one's self.

9. Ability to communicate effectively in both written and verbal form with the ability to make clear, persuasive presentations to diverse groups.
 10. Ability and desire to establish positive relationships with persons regardless of race, gender, physical limitation, sexual orientation, or religious belief, with an active commitment to provide equal opportunity for all.
 11. Ability to represent the District in the community through business partnerships and activities.
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Position Requirements

Education and Training

None specified.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Experience

1. A minimum of five (5) years of successful construction-work related experience.
2. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
3. Demonstrated knowledge of goal-setting and performance assessment in a large organization.
4. Demonstrated knowledge of fiscal management, cost controls, accounting procedures, budget development, and supervision.

Preferred Qualifications

1. An earned bachelor's or master's degree from an accredited college or university in a construction management or construction-related discipline.
2. Five (5) years of related experience in a K-12 educational environment.
3. Working knowledge of Nevada Revised Statutes (NRS), Nevada Administrative Codes (NAC), building codes, and state and local ordinances, standards, and regulations relating to public works projects.
4. Completion of advanced courses in management.
5. Engineering and/or building construction training and licensing.
6. Municipal planning experience.
7. Experience in public sector facility construction, operations, and rehabilitation.
8. Knowledge of design, construction, supervision, and management of large construction projects.

9. Knowledge of maintenance rehabilitation, modernization, and operations of large facilities.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 09/12/23
- Created: 08/03/23