



## **Job Description: District 181 Owner's Representative for the Construction of a New Hinsdale Middle School**

### **Position Overview**

The Owner's Representative serves as Community Consolidated School District 181's lead representative and coordinator for all post-referendum phases of the process to construct a new Hinsdale Middle School and demolish the current Hinsdale Middle School. This is a part-time position expected to average approximately 20 hours per week for the duration of the project from post-referendum to completion (December 2016 through approximately December 2018). The Superintendent and/or his designee will approve the exact hours of work.

### **Qualifications – Experience and Education**

- Bachelor's degree in construction management, architecture, engineering, planning, school business management, or a related field, preferred. High school diploma required.
- Five (5) years of experience in construction management and supervision, architecture, engineering, planning, school business management, facilities, or a related field.
- Experience working in a school district in a role that includes school construction management.

### **Skills and Knowledge**

- Understanding of contract administration, including but not limited to AIA contract, Construction Manager contract, and prime contractor contracts
- Understanding of construction project management, principles, and techniques, including construction timeline charting and managing changes brought about by early, on time, or delayed activities
- Understanding of construction documents, plans, and specifications
- Understanding of construction practices, methods, materials, applications, and standards
- Understanding of the State of Illinois procurement law
- Understanding of computer applications and software related to construction
- Understanding of records management
- Ability to conduct business in a professional manner and communicate effectively, including public speaking and composing business correspondence
- Ability to effectively and collaboratively work with others

### **Responsibilities and Duties**

#### **Serving as a District Leader and Representative**

- Support the District's Vision and Mission
- Represent the District in a professional manner and maintain a positive work environment
- Provide leadership in all phases of construction, demonstrating high quality managerial methods and techniques



- Demonstrate initiative in conducting assigned responsibilities
- Anticipate potential problems and develop alternative planning strategies and solutions
- Immediately respond in emergency situations

#### Effectively Communicating and Collaborating

- Communicate effectively both orally and in written form, using appropriate interpersonal and professional styles and methods to guide individuals and groups toward task accomplishment
- Communicate consistently and regularly with District administration on all phases and aspects of the project
- Make and share decisions in a timely manner, appropriately advising District administration on project issues
- Collaborate with the Board of Education, Board of Education Facilities Committee, Superintendent's HMS New Construction Community Task Force, District administration, school administration, and school staff
- Prepare regular updates for the Board of Education and present reports at Board meetings as needed
- Collaborate with the Director of Communications on maintenance of the project website and support all efforts to communicate key project updates (i.e., construction start times, construction delivery routes, traffic patterns, student arrival and dismissal, budget, timeline, etc.)
- Develop and maintain a positive and collaborative partnership with the community (i.e., neighbors, businesses, Village of Hinsdale, Hinsdale Chamber of Commerce)
- Communicate regularly with other governmental agencies, including but not limited to the Village of Hinsdale, Hinsdale Fire and Police Departments, Regional Office of Education, County Department of Health, Occupational Safety and Health Administration (OSHA), and the Illinois State Board of Education

#### Working with Construction Professionals and Supporting the Construction Process

- Assume the lead role in project management, attend all inspections of the project on behalf of the District, and be on site as much as needed and required
- Represent the District in preconstruction activities and direct contracted services professionals throughout the project
- Develop, prepare, and maintain detailed project reports
- Maintain accurate and comprehensive records on all assigned projects
- Collaborate with contracted services professionals to develop agendas and conduct meetings as necessary
- Collaborate with contracted services professionals to develop construction documents
- Collaborate with contracted services professionals to implement proactive measures that provide a construction site which prioritizes the safety of students, staff, and workers at all times with consideration and emphasis given to project layout, deliveries, staging, storage, and installation of equipment
- Establish procedures and practices for managing and coordinating the construction process, including but not limited to the accounting of expenditures, change orders, and waivers
- Develop procedures for the timely communication and approval of change orders with the Board of Education and Superintendent, with final approval by the Board of Education
- Coordinate and schedule ongoing and post-construction training opportunities for District staff
- Conduct thorough reviews of construction plans and specifications
- Develop and implement a plan to commission all equipment within the facility



- Review all finishes with District administration, building administration, and teachers as appropriate
- Collaborate with the contracted services professionals on completion of punch list items
- Ensure the District is provided an extra set of construction prints, specifications, and final “as-builts” at the conclusion of the project
- Maintain a digital photo library that includes images taken before, during, and after the project

#### Ensuring the Project is Completed on Budget

- Monitor all expenditures to ensure the project stays within budget
- Obtain exceptional cost and quality value from contracted services
- Account for all contract changes and payments to architect, construction manager, contractors and other miscellaneous costs assignable to the project

#### District Property

At the conclusion of the project, all images, documents, and other resources become the property of District 181.

#### Certificate & Licenses

Chief School Business Official (CSBO), preferred

Architecture, Building Engineer, or Project Management, preferred

#### Clearances

Satisfactory fingerprint-based criminal history report

#### Required Testing

Pre-Employment Physical Exam

#### Working Environment

While performing the duties of this job, the employee is regularly required to see, talk, hear, stand, sit, reach, walk, climb stairs, stoop, and work in an outdoor environment during all seasons

#### Reports to

Superintendent or designee

#### Evaluation

The Superintendent or designee, in accordance with School Code and Board of Education policy, will evaluate the Project Manager’s performance annually.

#### Work Schedule



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- Duration of employment will be from the Board of Education's approval of employment until project close-out (approximately December 31, 2018)
  - 20 hours per week average

### Financial Compensation

An hourly rate of pay based on experience of selected candidate

This job description is intended to describe the general nature and level of the work being performed by employees assigned to this position and is not an exhaustive list of all duties and responsibilities. The school district reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Community Consolidated School District 181 advises the public, employees, and job applicants that it does not discriminate on the basis of any non-merit factor in admission to, treatment of, or employment in its programs and activities. Equal Opportunity Employer