

CAPITAL PROJECTS MANAGER

GENERAL STATEMENT OF DUTIES:

Will ensure the effective oversight and successful completion of capital projects district wide, for the Newburgh Enlarged City School District.

DISTINGUISHING FEATURES OF THE CLASS:

Will co-lead the development of capital project proposals ensuring future work includes those items required to be completed by the district's building condition survey. Minimize disruption to district operations while ensuring timely completion of the construction in a safe and efficient manner. Will maintain all records related to the district's energy management program

EXAMPLES OF WORK: (Illustrative Only)

Coordinate all project work with building leadership and construction manager to minimize impact on building operations; ensure there is no disruption to instruction and proper precautions are taken to avoid unnecessary building evacuations. Responsible for regular communications for the project, including with building principals around work progress, coordinating access to minimize any negative impact on building operations; curriculum experts in the design of instructional spaces, making sure the design is inclusive and forward thinking; monthly updates to the Facilities Committee and electronic newsletter to the community; responsible for ensuring the accuracy of all project communication.

Will validate the district's energy management systems and their compliance to the districts policies and guidelines. Monitor actual vs. guaranteed savings and track any variance; annually report out to the Board of Education any such variance. Will work with the district's energy performance company to provide all required documentation for annual energy savings and ensure such savings are met, or due funds are given to the district timely.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Has thorough technical knowledge and experience in building materials, architectural drawings, construction processes and some background in engineering principles.

MINIMUM QUALIFICATIONS: EITHER;

- A. Possession of a valid New York State Professional License as an Architect or Professional Engineer and at least two years of experience with construction projects.
OR
- B. Master's Degree in Architecture or Engineering and at least four years of experience with construction projects.