

1. Coordinate, monitor and inspect work of construction contractors for assigned projects on behalf of the district.
2. Review contract documents, architectural drawings and specifications in order to maintain familiarity with assigned projects and ensure construction contractor's full understanding of documents.
3. Oversee eligibility, application, and implementation of project grants (ex. ESIP).

MANAGER OF CAPITAL PROJECTS

4. Take leadership on referendum process, including gathering and interpreting capital project needs data, communicating with contractors, developing referendum plan and timelines, completing necessary applications, and implementing the plan.
5. Review contractor shop drawings and provide comments on conformance/ non-conformance
6. Conduct on-site observation and spot-checks of work in progress.
7. Ensure contract compliance by the contractor, such as conducting tests specified in contract and installing materials/equipment as specified in contract, and report deficiencies to project manager, engineer and contractor.
8. Provide reports on all on-site matters, including third-party inspections, progress, safety concerns, and causes for delay.
9. Maintain job-site files, documents, reports and daily log; prepare periodic reports for district.
10. Attend all job-site meetings as district representative or in conjunction with project manager and engineer (where applicable).
11. Receive, record, and maintain custody of samples submitted by construction contract.
12. Review requests for progress payments submitted by construction contractor.
13. Participate in the energy purchase decisions for the district.
14. Provide for in-service or workshop training of departmental staff in areas related to capital projects, as needed.
15. Ensure the continual and complete operation of all systems relating to fire protection, intrusion alarms, key systems, entrances and egresses of buildings, all grounds, and general safety practices of students and staff.
16. Ensure the District's preservation, planning, development, and renewal of its buildings and grounds, architectural and engineering support, efficient construction management, sustainability and environmental stewardship; public safety and security and procurement
17. Maintain an inventory of district blueprints and building specifications.
18. Communicate clearly to the Superintendent or Designee as well as other school leaders and the Board as appropriate, all relevant information that will enhance good and timely decision-making and resource allocation related to capital projects.
19. Revise and maintain district's five year Long Range Facilities Plan.
20. Develop agendas, attend, and present at meetings of the Board of Education as directed by the Superintendent or Designee.

MANAGER OF CAPITAL PROJECTS

21. Coordinate and inspect capital projects performed by outside contractors verifying the terms of such contracts have been fulfilled prior to authorizing final payment
22. Advise on the hiring of contractors to perform specific capital projects.
23. Serve as one of the district's AHERA representatives
24. Interact with assigned architects, engineers, and construction managers to ensure the supervision and timely completion of all capital projects.
25. Closely supervise work of contractors for capital projects.
26. Ensure that all preparations for the state monitoring process, as they relate to facilities are in order.
27. Interface with the Business Administrator to ensure compliance and budgetary solvency.
28. Prepare and administer any applicable areas of the capital outlay budget.
29. Ensure compliance with state law, mandates, and initiatives, and adherence to district policies.
30. Provide public access to required information, or other, via physical and online media as directed by the Superintendent.
31. Work collaboratively with the Manager of Facilities to balance and coordinate the effective assignment of personnel to both special projects and building maintenance.

Perform such duties as assigned by the Superintendent or his/her designee.

ANNUAL EVALUATION:

Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluation of supervisory staff.

Adopted by: Toms River Regional Schools

Date: 10/18/2017

Revision: