

## Manager of School Construction

*This position opens on **August 11, 2021** and closes **September 8, 2021**.  
Initial application screening will occur beginning August 30, 2021.*

In alignment with our [Strategic Call to Action](#), the Office of School Construction provides healthy teaching environments while maximizing potential funding. The office provides serviced for planning and construction of new and existing facilities, overseeing the implementation of the Educational Specifications and renovation guidelines, assists in the development of the annual capital budgets, and implements the Capital Improvement Plan.

The ideal candidate for this position possesses comprehensive experience with the full scope of PreK-12 school construction projects. This candidate demonstrates and inspires a desire for continuous learning and development within the school design and construction process. With a proven ability to build strong relationships, this candidate works with and leads multiple teams of both internal and external stakeholders. The candidate can independently manage multiple projects of different types at one time and is available to attend evening meetings of the Board of Education, County Council, Planning Board, and other key stakeholder groups.

To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

### **DESCRIPTION**

Under the general supervision of the Director, Capital Planning and Construction, and in alignment with the HCPSS *Strategic Call to Action*, the Manager of School Construction manages and provides oversight of all phases of the building design and construction for the Office of School Construction. The Manager oversees and provides direction for all new construction, renovations, and capital budget projects to better the educational environment for all students and help further the development of standards for material and construction for the school system.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Participates and assists in the daily operations of the Office of School Construction including supervising certain department staff and assisting with project manager assignments.
- Organizes, directs, and supervises contract architects, engineers, and construction managers on each school project, primarily from conception to contract award.
- Based on the design directive, directs design team in developing site plans, schematic design and quarter scale drawings assuring that the needs of the school are met within the limits of program requirements and available funding.
- Works with contract architects, construction managers, and design teams to assure plan compliance and adherence to project budget and schedule.

- Ensures all design and construction project schedules include adequate time for HCPSS and relevant agencies review and comment process, as appropriate.
- Manages or performs preconstruction services for HCPSS construction projects, buildings reconfigurations, and layout changes.
- Conducts detailed technical analysis of individual design elements to make project recommendations.
- Facilitates planning meetings, design development meetings, and other required preconstruction process meetings to ensure educational specification and renovation guidelines requirements are met.
- Communicates frequently with internal staff, design teams, school teams, county and state agencies, and community partners as appropriate to execute approved plans.
- Schedules and facilitates code and plan review meetings and assists in the resolution of code interpretation issues.
- Works with county and state officials to assure timely permit and design approvals.
- Prepares, edits, and coordinates correspondence as required, including design reports and presentations for submission and presentation to the Board of Education, Planning Board, and County Council meetings as required.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

### **MINIMUM QUALIFICATIONS**

**Applicants must meet all the following qualifications, listed below, to be considered for the vacancy. Use the application, letter of introduction, and resume to specifically address each qualification.**

#### **Education:**

- Bachelor's degree or higher in engineering, architecture, or a related field from an accredited college or university.
- OR**
- Possess an Architectural Registration certification through National Council of Architectural Registration Boards (NCARB) apprenticeship program.

#### **Experience:**

- Seven (7) years of work experience in school building design and construction at the level of project architect or higher.
- Five (5) years of work experience in school building construction administration.

### **PREFERRED QUALIFICATIONS**

- Architectural experience in PreK-12 school building design and construction at the level of project manager or higher.
- Architectural experience in school design and construction in Howard County.
- Leadership in Energy and Environmental Design (LEED) accredited professional with focus on Building Construction and Design.

- Ten years of experience in construction design and review/preconstruction services and LEED design/LEED certified educational projects.
- Working knowledge of construction design, methods and techniques and experience in the supervision of construction.

### **EMPLOYMENT INFORMATION**

This is a 12-month per year position in the Non-Certificated Supervisory employee unit. The current salary range for this position is Group G, \$102,010 - \$148,609. Salary placement will be in conjunction with salary procedures of the Howard County Public School System which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

### **APPLICATION REQUIREMENTS**

**Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.** Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, and transcripts) required to verify that you meet the minimum qualifications.

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualifications for degrees earned from foreign institutions.

Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

For questions regarding this vacancy, please contact:

Sandy Saval  
Human Resources Business Partner  
Office of Human Resources  
(410) 313-6689  
[sandy\\_saval@hcpss.org](mailto:sandy_saval@hcpss.org)

### ***Equal Opportunity Employer***

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.