Director-Construction & Development

Rev. Oct 2026

Reports to: Executive Director-Support Services

Dept./Campus: Construction and Development

Status: Exempt

Paygrade: 105

Term: 235 Days

PRIMARY PURPOSE:

Coordinate and oversee all new construction and renovation projects in the district from start to finish. Ensure compliance with all planning and zoning requirements. Coordinate and oversee all land acquisitions, leases, and sales.

MAJOR RESPONSIBILITIES AND DUTIES

- **Facility and Construction Repair**
  - Supervise complex construction activities to build new, or modify existing schools, classrooms, facilities, and/or related buildings, including utilities, equipment installation and exterior site improvements.
  - Serve as liaison to architects, construction management firms, engineers, and consultants to develop, review, and finalize project plans, drawings, schematics, and specifications. Coordinate and conduct as appropriate, project development and construction progress meetings.
  - Consult district faculty, administrative staff, and the community to determine program-driven design needs.
  - Work with city, county, state, and federal officials to ensure conformity with codes and ordinances regulating district construction projects.
  - Inspect existing facilities and make recommendations for improvements as needed, and establish and recommend priorities for repair projects in coordination with district staff.
  - Develop and maintain planning, design, and construction progress schedules.
  - Conduct on-site inspection of construction projects to ensure conformance with construction documents, programs, and needs.
  - Inspect existing facilities, and make recommendations for improvements as needed and establish the recommended priorities for repair projects.
  - Expedite documentation and completion of punch-list items and coordinate transition of building operation from general contractor to district upon acceptance of a facility.
  - Track warranty expiration dates and make final warranty check prior to end of warranty periods. Oversee warranty correction work.
  - Develop resolutions to complex technical problems where analysis of situations or data requires an in-depth evaluation of various factors.
  - Lead the qualification/proposal review and approval process for architectural firms, engineering forms, and contractors. Participate in the prequalification or approval process for architects, engineers, and contractors.

The above statements are not an exhaustive list of responsibilities, duties, and skills that may be required.
All GISD employees are expected to maintain an extreme degree of confidentiality by following the
Family Educational Rights and Privacy Act (FERPA) for student information
and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

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- **Policy, Reports, and Law**
  - Complete periodic reports of construction project progress and make presentations to the board of trustees.
  - Compile, maintain, and file all reports, records, and other documents required including coordinating the storage and handling of construction documents.
  - Follow district safety protocols and emergency procedures.
- **Budget and Inventory**
  - Estimate cost of construction and repair projects, including labor, materials, and other related costs, and assist with the preparation of bidding documents, including notice and instructions to bidders, drawings, and specifications.
  - Assist with the evaluation of formal bids, proposals, and qualifications, and provide input into recommendations for the awarding of contracts for school board approval.
  - Review and authorize requests for payment from contractor(s) and designer(s).
  - Ensure programs are cost-effective and funds are managed wisely.
  - Manage budgets for bond construction projects.
- **Safety**
  - Maintain safety standards in conformance with district, federal, state, and insurance regulations.
  - Follow district safety protocols and emergency procedures.
- **District Real Estate**
  - Coordinate and manage the acquisition of future school sites and district property including feasibility studies.
  - Coordinate and manage the sale of district property.
  - Coordinate and manage the lease of district property.
- **Long Range Planning**
  - Coordinate and manage demographic studies in developing long-range plans for future facility and land needs.
  - Lead the development of project lists and associated cost estimates for consideration and possible inclusion in facilities bond programs.
  - Develop proposed schedule and recommended delivery methods for all approved construction projects.
- **Communication**
  - Maintain a professional, positive, collaborative and mutually supportive working relationship with district and community stakeholders.

SUPERVISORY RESPONSIBILITIES

- Supervise Project Manager(s), Construction Specialist, and district staff as assigned.

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QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree from accredited university preferred. Clear and valid Texas driver's license. Minimum of 5 years of construction project management, architectural, or engineering experience (with K-12 education construction experience preferred).

Knowledge/Skills/Abilities:

- Knowledge of project planning and construction principles
- Knowledge of construction permitting process
- Knowledge of mechanical and electrical design and installation
- Knowledge of health and safety regulations
- Knowledge of building codes, zoning ordinances, and the inspection certification process
- Knowledge of site development planning and construction
- Ability to read blueprints and schematics
- Ability to interpret data
- Ability to conduct on-site inspections of all district facilities
- Ability to plan and present information to a variety of audiences
- Ability to work collaboratively with others
- Ability to multi-task with frequent interruptions
- Strong organizational, communication, and interpersonal skills

Mental/Physical/Environmental Demands:

- Standard office equipment including personal computer and peripherals; small hand tools; ladder; mechanical and electrical testing equipment; small truck or van
- Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting
- Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching
- Frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving; may work in tiring and uncomfortable positions
- Frequent moderate lifting and carrying (15-44 pounds)
- Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; work around moving objects or vehicles; work alone; may work prolonged or irregular hours; frequent district-wide travel; occasional statewide travel
- Work with frequent interruptions; maintain emotional control under stress.