



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Professional Support

Position Title: Assistant Project Field Representative

Position Level: 14-15

FLSA Status:

Exempt

Non-Exempt

Employee Acknowledgement of Receipt Copy:

GENERAL DESCRIPTION

This position is primarily responsible for assisting Project Field Representatives and Project Managers in the design and construction stages of all construction (New, Remodel, and Renovation). Additional responsibilities include inspection scheduling, quality assurance, and construction supervision.

KEY RESPONSIBILITIES

Responsible to assure plans are submitted for review for compliance with technical codes and design standards.

Responsible for maintaining project timelines to ensure that contractual substantial completion and final completion dates are adhered to.

Prepare and respond in a timely manner to correspondence and messages from contractors and district staff.

Responsible for scheduling inspections of new construction, remodel and renovation projects throughout the district to meet the requirements of the Florida Building Code, DOE design standards, district design standards, and approved construction documents and specifications.

Responsible for preparing detailed reports of inspection findings and coordinating necessary re-inspections with contractors, Project Field Representatives, and Maintenance Supervisors.

Responsible to ensure all required construction documents including as-builts, warranties, maintenance and operation manuals are received to complete project close-out.

Responsible to make recommendations for process improvements to the Project Field Representative.

Maintain project status reports and attend weekly meetings to provide project updates.

Perform other duties and responsibilities as assigned by Supervisor.

CLASS SPECIFICATION

Position Title: Assistant Project Field Representative

KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	High School Diploma or equivalent.
<i>Work Experience:</i>	Five (5) years minimum experience in building construction/maintenance within the State of Florida. Educational Facilities experience preferred.
<i>Impact of Actions:</i>	Makes recommendations or decisions which affect the district and assigned department.
<i>Complexity:</i>	Varied: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, statutes, and FAC rules and/or precedents used in combination. Frequently, the application of multiple technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving and reasonable interpretation involves identification and analysis of diverse and technical code related items.
<i>Decision Making:</i>	Varied: Supervision is present on an as needed basis to establish general objectives and to identify potential resources for assistance. Independent judgment is required to select and apply the most appropriate procedures to achieve desired results. Code interpretation skills based upon observed and presented facts with technically competent and logical interpretation of code requirements and impacts.
<i>Communications:</i>	Requires regular contacts to discuss issues of importance and to respond to inquiries. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction co-workers or temporary workers. Provide evaluations for contractors and contracted vendors.
<i>Planning:</i>	Four to Twelve months: Plans events that will occur during the year.
<i>Job-Related Knowledge and Skills:</i>	Formal Technical Skills: Requires extensive knowledge of a distinct trade or technical area. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods, procedures or forms as necessary. May work with software applications. Conducts job site meetings to educate contractors on the technical requirements necessary to meet statutory and code related requirements while establishing a good working environment. Must have a valid Florida Driver's License.
<i>Working Conditions/ Physical Effort:</i>	Work requires physical exertion and/or muscle strain. Work involves several disagreeable elements and exposure to job hazards where there is some possibility of injury including but not limited to, the use of ladders, heavy lifting, climbing and traversing potentially hazardous construction sites and temporary staging areas.
TERMS OF EMPLOYMENT	
<i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district.</i>	
<i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i>	
HISTORY OF BOARD APPROVAL AND REVISIONS	
Board Approved: 02.12.13; Rev. 07.15.19, Rev. 06.21.22	

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

- 14 Entry level requirements and enrollment/action form
- 15 One (1) year in position, completion of 20 hours of Inservice in the past twelve months as approved by Supervisor, action form and Supervisor's recommendation