



Job Description

Owner's Representative for the Vision 117/Turner Renovation Project

- Reports to Superintendent and Board of Education
- Serves as the District's representative in all matters between the Architect, Construction Manager and the District
- Provides skill, care and judgment for the successful performance of the project
- Reviews preliminary planning, programming, review of conceptual design, construction documents for strict compliance with the Project and oversee design and construction of the project.

Basic Duties

- Serves as the District's representative with the Architect and Construction Manager.
- Serve as the District's representative at all phases of the project including:
 - Design, Development and Construction Documentation
 - Bidding
 - Construction – Administration of the Construction Contract
 - Dispute Resolution
 - Final Completion of the Project
- Participate in meetings with the District, Architect, General Contractor and other consultants engaged by the District to outline goals and objectives for the Vision 117/Turner Renovation project and establish goals and objectives of the project.
- Provide a monthly update to the Board of Education on the progress of the project.
- Identify and recommend the need for specialty consultants and upon request by the District, assist the District in securing same.
- Insure safety of students and staff while maintaining an uninterrupted operation of the attendance center.

Required Abilities

- Ability to understand and serve the interests and instructions of the District
- Shall possess experience and professionalism with projects of similar complexity and magnitude
- Maintain a relationship with the District that contains trust and confidence
- Ability to expeditiously review conceptual documents and advise on proposed site use and improvements, selections of materials, building systems and equipment