

POSITION ANNOUNCEMENT



Interagency Commission on School Construction
LARRY HOGAN, GOVERNOR
KAREN SALMON, Ph.D. CHAIRPERSON
ROBERT A. GORRELL, EXECUTIVE DIRECTOR



Karen B. Salmon, Ph.D.
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

INTERAGENCY COMMISSION ON SCHOOL CONSTRUCTION

August 30, 2019

POSITION TITLE: Capital Construction Engineer/Architect II - Project Supervisor

POSITION NUMBER: PIN # 067593 (JobAps # 19-006251-0001)

SALARY: State Salary Grade 20
Annual Salary Range: \$59,914 - \$87,533

LOCATION: 200 West Baltimore Street
Baltimore, MD 21201

NATURE OF WORK: The Project Supervisor provides support to the staff and administration of assigned Local Education Agencies (LEA's) school facilities from concept planning, to funding, through design and building, maintenance and operations; develops strategies for ensuring safe, healthy, and educationally sufficient school facilities including capital and operational funding, facility management procedures, proper staffing rations, and the entire facility management process; provides analysis to make funding decisions for simple and complex projects.

DUTIES AND RESPONSIBILITIES: Supports LEA capital programs, maintenance, and related issues; observes, monitors and provides verbal, written, and photographic reports of outcomes of field visits to schools, LEA staff meetings concerning capital projects, project/maintenance progress, staffing, budgetary concerns, issues and procedures; performs in-field observations of project scope, construction quality, construction administration, contractor activity, schedule adherence, and project close-out procedures; develops annual Comprehensive Maintenance Plan (CMP); observes quality of maintenance in existing schools and post-construction; assists in the review of annual Capital Improvement Program (CIP) for assigned LEA's.

MINIMUM QUALIFICATIONS: **EDUCATION:** A Bachelor's Degree from an accredited college or university in a technical, scientific, or engineering discipline such as Architecture, Engineering, Construction Project Management, or related field. Professional Certification or Licensure in same is preferred.

EXPERIENCE: Five (5) years of experience as a Facilities Manager, Construction Project Manager, Engineer, Architect, or comparable qualified professional work in design, construction, operations, repair, and maintenance of buildings or system services. Experience in team management and leadership desired. Experience with Computerized Maintenance Management Software (CMMS) or Enterprise Asset Management (EAM software) strongly preferred.

NOTES:

1. Two (2) years of additional experience as defined above may be substituted for the Bachelor's.
2. Additional experience in professional engineering or a related technical field may be substituted on a year-for-year basis for the required education.
3. Additional graduate level education at an accredited college or university may be substituted for the required general experience at the rate of 30 semester credit hours for one year of the required general experience.
4. U.S. Armed Forces military service experience as defined under the Preferred Qualifications may be substituted for the required education and experience on a year-for-year basis.

ESSENTIAL REQUIREMENTS: Knowledge of Local, State & National building codes; knowledge of contract mechanisms & installation maintenance life-cycles; knowledge of emergency management, safety plans & programs that comply with applicable laws, regulations & policies; skill in leading project teams; skill in facilities design & construction; skill in drawing review & construction technology/management; skill in project management, Microsoft Office Suite; & presentation/graphics software; skill in basic budget/financial planning; ability to provide technical guidance; ability to analyze complex issues, recommend solutions & manage timelines/deadlines; ability to communicate clearly & effectively & maintain collaborative working relationships.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](http://www.msdejobs.org) (or complete an MSDE Application on [marylandpublicschools.org](http://www.marylandpublicschools.org)). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS#. And indicate the application is for: **Capital Construction Engineer/Architect II, Project Manager, #067593 (JobAps # 19-006251-0001)**; Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950; this fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at

<http://www.marylandpublicschools.org/about/Pages/OHR/Employment.aspx>

Appropriate accommodations for individuals with disabilities are available upon request

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and *travel throughout the State are required*. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

For immediate consideration, applications should be received by **September 13, 2019 - Open Until Filled**.