

MANAGEMENT SUPPORT SERVICES

Project Supervision

The duties of the manager of facilities and planning shall include but are not limited to:

1. Working with the architect in the preparation of bid specifications and administering the bid procedures.
2. Assuring compliance with state and federal funding requirements.
3. Seeking maximum cost savings by utilization of guidelines of the state's cost stabilization program or other procedures.
4. Recommending methods of construction.
5. Supervising work to assure compliance with budget, specifications, and plans.
6. Inspecting all work and recommending that work cease or proceed as needed.
7. Working with public authorities to assure proper compliance with licensing, safety, fire, and health regulations.
8. Assisting the staff member responsible for facilities operation and maintenance to become knowledgeable of the new or renovated facility.

Where appropriate, these duties may be delegated to a clerk-of-the-works.

Revised: May 23, 2001