

**DIRECTOR, CONSTRUCTION AND MODERNIZATION**

GENERAL RESPONSIBILITIES

Plan and organize the construction, reconstruction, and major repair of District facilities and oversee contracted services relating thereto.

DUTIES AND RESPONSIBILITIES

1. Monitor modernization and growth construction projects as directed.
2. Represent District at construction, county, and State meetings as necessary.
3. Articulate with architect and general contractor to further completion of projects on a day-to-day basis.
4. Prepare drafts for review in establishing and maintaining procedures for developing plans to repair, alter, or construct District facilities.
5. Prepare drafts for use in the technical development of bid specifications and evaluation of bids.
6. Seek out local vendors and coordinate vendor contract approval process.
7. Provide on-site assistance for DTSC (Department of Toxic Substance Control) cleanup.
8. Assure that bid specifications for repair, alteration, or construction projects, as well as handling and disposal of hazardous waste, are prepared and distributed in a legal and timely manner.