

SCHOOL FACILITIES

Project Supervision

The duties of the project supervisor 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; and
9. Approving construction invoices for payment.

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