

ECHO SCHOOL DISTRICT

EFFORT ATTITUDE SPORTSMANSHIP ATTENTION PREPAREDNESS

Raymon Smith, Superintendent

Keith Holman, Principal

Linda Muller, Business Manger



Owner's Representative Contracted Position

Echo School District is searching for a self-driven, knowledgeable person to serve as the Owner's Representative for our current bond construction project.

Qualifications:

Working knowledge and experience in the construction field. Experience working with construction budgets, construction managers, architects, sub-contractors, building schedules, and building materials.

Owner's Representative Role:

On behalf of The Client, the Service Provider will:

Coordinate & evaluate design, specification, CMGC, and RFP processes to include the following:

- ◆ Construction Schedules
- ◆ Contractor Selections
- ◆ Bid Management
- ◆ Contract Administration
- ◆ Pay Application Review
- ◆ Insurance Documents
- ◆ Change Order Management
- ◆ On-site Safety Inspections
- ◆ Project Closeout

Duration of Contract:

The duration of the construction is expected to be 18 months with 3 months of preconstruction meetings and process. On site expectations are limited during preconstruction and regular onsite work during actual construction (to be negotiated and completed as needed).

Compensation:

To be negotiated with a range of \$30,000 - \$50,000.

Application Materials & Closing:

Application period closes on **October 27th 3:00 pm**

Please submit the following: Resume, Letter of Interest, and List of References that can attest to your qualifications for the position.

For More Information please contact:

Raymon J Smith, Superintendent Echo School District @ rsmith@echo.k12.or.us

Or go to Echo School District Web Page Under Job Openings

<http://www.echo.k12.or.us/>

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