

## VACANCY ANNOUNCEMENT

**Job Title: Construction Services Assistant**  
**Reports To: Director of Construction Services**  
**Dept./ School: Construction Services**

**Work Year: 250 days**  
**Pay Grade: 6**  
**Salary Range: \$30-45,000**

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### Primary Purpose:

Assist the Construction Services staff with the coordination and management of construction projects in the District.

### Qualifications:

- High School Diploma and work experience in a related field
- Familiarity with the Uniform Building Codes, Americans with Disabilities Act
- Valid Texas Driver's license
- Driving record that is insurable with Frisco ISD insurance carrier

### Special Knowledge/ Skills:

- Basic computer skills (word document and spreadsheet)
- Ability to read and interpret construction documents
- Ability to conduct on site inspections and reports
- Strong organizational, communication, and interpersonal skills

### Major Responsibilities and Duties:

- Assist the construction supervisor with project monitoring and compliance
- Assist the construction supervisor with the close out management processes
- Assist the construction supervisor with coordination of systems training activities
- Coordinate warranty work for the project during the one year warranty period
- Perform other duties as assigned

### Application Procedure:

District Employees: Submit letter of interest and resume to FISSD Human Resources Auxiliary Department

Outside Applicants: Fill out the online application at [www.friscoisd.org](http://www.friscoisd.org), and submit a letter of interest and resume via email to [SachsS@friscoisd.org](mailto:SachsS@friscoisd.org) or:  
Frisco Independent School District  
Human Resources Auxiliary Department  
6942 Maple Street  
Frisco, TX 75034

**Application Deadline:** November 17, 2006

Approved By \_\_\_\_\_ Date \_\_\_\_\_

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