

(REVISED 4-7-05)
5-4-06
12-10-09

JOB DESCRIPTION

TITLE PROJECT MANAGER
FACILITIES PLANNING AND CONSTRUCTION

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Bachelor's degree in Engineering, Architecture, Construction Technology or related field; or five years experience in a government agency or private firm doing construction of educational facilities or commercial projects; or equivalent combination of education and experience which provides the required knowledge, skills and abilities for this position. Basic computer skills required (e.g., ability to use email).
Language Skills	Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, school board members, and the general public.
Mathematical Skills	Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distributions, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
Certificate/License	N/A
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee is required to talk and hear. The employee is required to stand; walk; use hand to finger, handle, or

feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level may be loud (examples: large earth-moving equipment).

REPORTS TO Director of Project Management

GENERAL RESPONSIBILITIES

1. Manages all aspects of specific construction projects from inception to completion to ensure timely completion of approved projects.
2. Coordinates construction and maintenance projects at specifically designated schools.

SPECIFIC RESPONSIBILITIES

1. Manages the design process of a construction project. Ensures the project schedule is maintained during the design process.
2. Serves as a technical monitor on all construction projects underway for the School Board. Ensures compliance with contract specifications.
3. Observes work in progress on a daily (when feasible) schedule at all assigned construction project sites. Records and reports the activities of the contractor or other personnel associated with the project. Takes corrective action as required.
4. Maintains a log of personal involvement with each assigned construction project in progress.
5. Coordinates with the Architect/Engineer responsible for a project and the General Contractor/Construction Manager to assure that contract specifications are observed and understood. Takes corrective action as required.
6. Inspects construction methods and processes, takes corrective action as required, and reports immediately to the Director if deviant practices are observed or if safety regulations are violated.
7. Advises the Director on technical matters involved in construction projects and provides reference sources when needed.

8. Reviews all plans for construction projects with the Director and the Architect/Engineer before bids are requested.
9. Participates in all pre-bid conferences for construction projects.
10. Prepares construction status reports of all assigned projects for School Board agenda items and project evaluation meetings.
11. Interfaces with the Director of Maintenance & Operations on a regular basis to review construction maintenance concerns.
12. Serves as the single point of contact for all construction and maintenance projects at assigned schools. Takes action as necessary to ensure timely completion of approved projects.
13. Develops detailed plans for assigned projects, to include critical milestones in design, construction, and post-construction phases. Maintains project executive summaries.
14. Performs other duties as assigned.