POSITION DESCRIPTION

**TITLE:** Construction Project Manager  
**LOCATION:** Administrative Service Center  
**REPORTS TO:** Director, Facilities  
**DEPARTMENT:** Facilities

**SUMMARY STATEMENT:**
Under the general direction of the Director of Facilities, this position manages District capital construction projects with a focus on the overall project management process. The position supervises new construction and remodeling projects for the District by facilitating and reviewing design and construction drawings, performing field inspections, supervising the work of contractors and consulting staff, maintaining progress reports and logs, monitoring completions, deadlines and expenditures, and resolving problems.

**ESSENTIAL FUNCTIONS:**
1. Manage capital construction projects; supervise and coordinate activities of architects, engineers, contractors, consultants, and others; monitor compliance with plans and specifications; respond to requests for information; administer change order process; review payment; and accept projects as complete.
2. Serve as primary contact with building contractor, design team, and various user groups. Attend construction meetings for all assigned projects.
3. Perform field work inspections of construction, remodeling and repairs of buildings, mechanical systems, water and sewer systems, and landscape work as to the use and type of materials, quality of workmanship, and for compliance with codes, contract plans and specifications.
4. Assist in planning for new construction/remodeling; participate in planning symposia, and design development; provide technical expertise. Serve as liaison with principals, teachers, custodian and maintenance staff, community groups and other district staff as required.
5. Ensure that appropriate District staff, including maintenance trades are involved with facility planning and are kept informed, and involved as appropriate, during construction activities.
6. Assist Director of Facilities with preparing bids/quotes and soliciting proposals, develop bid documents, assist in evaluating proposals and interpreting contract language, provide input into the negotiation and development of contracts.
7. Review plans, specifications, shop drawings, and submittals to determine applicability to existing District standards for materials and equipment; resolve problems.
8. Compose and prepare written communication as requested.
9. Make oral presentations to various groups as requested.
10. Monitor construction project expenditures.
11. Maintain progress reports and logs of project events and occurrences from field inspections and observations; provide information for investigations or disputes as needed.
12. Prepare punch lists of work to be done by contractors, to interface with architect’s punch list; maintain up-to-date surveillance of punch list items; notify Director of Facilities on completion of work.
13. Coordinate with architects and responsible contractors to ensure proper completion of warranty work; resolve problems as necessary.
14. Provide a variety of research and recommendations as requested; prepare cost estimates and other analyses as requested.
15. Establish and maintain project files and ensure that all close-out documentation including maintenance manuals, warranties, as-built drawings, and certifications are submitted prior to project close-out.
OTHER RESPONSIBILITIES:
Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

MENTAL DEMANDS REQUIRED:

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), 10-key calculator, telephone, copy machines, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Bachelor’s degree in mechanical or electrical engineering, architecture, construction project management or closely related field. Minimum five years of increasingly responsible experience in both planning and construction management of large public projects, preferably in a school district environment.
3. Demonstrated ability to effectively communicate both orally and in writing.
4. Skill in conflict mediation and problem resolution. Must possess excellent quality customer service skills.
5. Demonstrated ability to relate and work effectively with staff and community. Demonstrated ability to establish and maintain effective working relationships with a variety of people.
6. Demonstrated ability to relate and work effectively with contractors, consulting staff and other regulatory agencies. Demonstrated knowledge of the construction trades, including carpentry, plumbing, painting, electrical and other trades. Knowledge of commercial/institutional construction. Knowledge of codes, laws regulations, rules and policies governing school facilities construction. Possess effective decision-making skills.
7. Demonstrated proficiency using the personal computer and other technologies for communications, project management, graphics, engineering calculations and general office functions.
8. Experience in school facilities preferred.
9. Ability to promote a sense of accountability to others regarding the expenditure of taxpayer’s resources.
10. Must possess a valid driver’s license.

260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day
Construction Project Manager