

Durham Public Schools Job Description

Operational Services Project Manager

JOB TITLE: Project Manager

REPORTS TO: Sr. Executive Director of Construction and Capital Planning

SALARY: Based on State and Local Salary Schedules

STATUS: Permanent, Full Time, 12 months, Classified

SUMMARY: The Project Manager's primary role is to manage the successful development and timely completion of capital projects as assigned by Director of Construction and Sustainability.

RESPONSIBILITIES & DUTIES:

Primary Task:

1. Coordinate project setup with Construction and Sustainability administrative personnel.
2. Produce contracts and other related Owner generated documentation.
3. Develop and maintain the project schedule (Management Plan) and the Project Budget.
4. Manage designer compliance with consultant contract requirements.
5. Review and process project invoicing.
6. Support and work cohesively with other DPS departments to carry out both project objectives and department and / or districtwide initiatives.
7. Support and maintain all assigned project's documentation in the centrally stored electronic documentation system.
8. Support Construction and Sustainability team in lessons learned and collaboration activities.

Design:

1. Identify and assemble all Project Team members necessary to complete the project scope. Obtain proposals for consideration and prepare contracts for the awarded firms.
2. Coordinate predesign activities with appropriate DPS departments, agencies, etc.
3. Facilitate implementation of / adherence to all applicable DPS standards and initiatives.
4. Provide consultants any Owner requested / provided information in support of the design team.
5. Review all phased submittals on behalf of DPS. Download and record all submitted documents. Coordinate interdepartmental reviews and assemble / distribute Owner comments to the design consultant.
6. Work with both the designer and appropriate DPS departments to identify existing maintenance / system issues that may require addressing during the project.
7. In conjunction with the consultant, coordinate Owner related aspects of outside agency requirements for the project.
8. Monitor all activities to ensure compliance with the project schedule and budget.

Construction:

1. During the project, the PM serves as an onsite liaison / main point of contact for the principal and school staff.
2. Coordinate construction activities with appropriate DPS departments; including off hour access and system / equipment shut downs / startups.
3. Visit each project site at least once weekly (more often should onsite activities warrant).
4. Attend all scheduled construction meetings.
5. Review invoicing / periodic pay applications and maintain a pay application log.
6. Review change request and maintain a change request log; update supervisor in real time.
7. Facilitate Owner input during the submittal review process.
8. Review and electronically file all team generated project reports and logs.
9. Document concerns / conditions / conversations on site as needed for record. Create any necessary field reports for projects that do not have a contracted design lead carrying the CA responsibilities.
10. Complete a brief project status report to submit bi-monthly to the Director.
11. Encourage and facilitate a timely closeout process with the project team. Maintain close out checklist until all work is completed.
12. Ensure all necessary documentation is completed and submitted with the Final Application for Payment.
13. Facilitate turnover of Closeout Documents to other DPS departments.
14. Monitor all activities to ensure compliance with the project schedule and budget.

Post Completion Activities:

1. Upload Documents to the Construction and Sustainability Records Drive.
2. Participate in warranty inspections.

Other:

1. Perform other duties as assigned by supervisor.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

1. A four-year degree in architecture, planning, or engineering or an equivalent experience in the design and construction field.
2. At least 5 years' experience in managing commercial construction projects through planning, budgeting, design, bidding, construction, and timely closeout. Experience with K-12 projects preferred.
3. Valid North Carolina Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

1. A high level of proficiency with software programs such as Word, PowerPoint, and Excel.
2. Solid experience with graphics programs
3. Solid knowledge of operational and physical needs of a K-12 school environment is preferred.
4. Solid knowledge of state guidelines with regard to K-12 facilities is preferred.
5. Solid knowledge of public school system policies, procedures, and programs is preferred.
6. Solid understanding of Construction Documents, including documents associated with Construction Administration.
7. Familiarity with both hard bid (formal and informal) and CMaR project delivery methods.
8. Demonstrated understanding of project roles and responsibilities of the Owner, Designer, and Contractor / CM.
9. Demonstrated ability to manage and oversee the project scope, schedule, and budget while maintaining system standards.
10. Demonstrated strong communication skills with all project team members in both the design and construction setting. Abilities to listen, articulate (written and oral), and discern are critical.
11. Experience in working with local and state agencies (including NCDOI and NCDPI) with regard to planning and approval processes.
12. Motivated to work independently on projects assigned, with the ability to meet assigned deadlines.
13. A high level of proficiency with software programs such as Word, Power Point, and Excel. Solid experience with graphics programs such as Autocad, Revit, InDesign, and Photoshop is preferred. Demonstrate graphic ability to produce clear, well organized informational documents.

PHYSICAL REQUIREMENTS:

Must be able to exert a negligible amount of force to move objects; classification consistent with Light Work.

DISCLAIMER:

The statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

Signature

Date