

## Durham Public Schools Job Description

## Building Services Project Manager

**Job Title:** Project Manager

**Reports to:** Senior Executive Director – Building Services

**Salary:** Based on State and Local Salary Schedules

**Status:** Permanent, Full Time (12 Month, Classified)

**Summary:** The Project Manager's primary role is to manage the successful development, and timely completion, of capital improvement projects for Durham Public Schools.

### QUALIFICATIONS

- Minimum 10 years of full-time project and construction management experience, including a minimum of 5 years managing medium-scale projects through planning, budgeting, design, bidding, construction and timely closeout.
- Background in construction management of educational facilities and/or public works projects, with a deep understanding of contract administration, cost control, schedule management, dispute resolution and quality control.
- Experience working with various stakeholders and departments, including environmental health and safety, asset management, design professionals, contractors, inspectors, teachers, parents and other school system staff.
- Bachelor's degree in Architecture, Mechanical Engineering, Civil Engineering or Building Construction is required, or equivalent combination of education and relevant experience to successfully perform the essential duties of the job.
- Strong communication, leadership, and problem-solving skills are essential, along with sufficient skills in supervision of general construction as a contractor or owner's representative.

### RESPONSIBILITIES

#### Primary Task:

- Represent the interests of Durham Public Schools in the administration of construction and capital improvement projects to ensure compliance with the policies and procedures of the Board of Education.
- Coordinate with school administrators and other staff as required to execute construction work and minimize disruption to school operations.
- Produce contracts and other related Owner generated documentation.
- Supports and works cohesively with other DPS departments to carry out both project objectives and department and / or districtwide initiatives.

#### Design:

- Identify and assemble all Project Team members necessary to complete the project scope. Obtain proposals for consideration and prepare contracts for the awarded firms.
- Coordinate predesign activities with appropriate DPS departments, agencies, etc.

- Prepare project budgets, management plan, and contracts.
- Facilitate implementation of / adherence to all applicable DPS standards and initiatives.
- Provide consultants any Owner requested / provided information in support of the design team.
- Manage designer compliance with contract requirements.
- Participate in review of design documents for compliance with Design Guidelines, QA/QC, review of construction cost estimates for adherence to project budgets, and obtain outside agency approvals as required (i.e., Department of Insurance, Department of Public Instruction, local municipalities)
- Coordinate preparation of documentation for bid process, oversee bid review, and prepare recommendations for Board approval.
- 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.
- Work with both the designer and appropriate DPS departments to identify existing maintenance / system issues that may require addressing during the project.
- In conjunction with designated consultant teams, coordinate Owner related aspects of outside agency requirements for the project.
- Monitor all activities to ensure compliance with the project schedule and budget.

### **Construction:**

- During the project, the PM serves as an onsite liaison / main point of contact for the principal and school staff.
- Coordinate construction activities with appropriate DPS departments; including off hour access and system / equipment shutdowns / startups.
- Visit each project site at least once weekly (more often should onsite activities warrant).
- Review contractor schedule and regularly monitor progress. Attend job site meetings as required during construction phase.
- Monitor change order log and status reports, processes project pay applications and change orders for construction.
- Conduct ongoing quality control inspection of projects to ensure compliance with Learning Environment Guidelines, technical specifications, and contract documents.
- Review invoicing / periodic pay applications and maintain a pay application log.
- Review change requests and maintain a change request log. Maintain ongoing up-to-date communication with supervisor related to change requests.
- Facilitate Owner input during the submittal review process.
- Review and electronically file all team generated project reports and logs.
- 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.
- Complete a brief project status report to submit bi-monthly to the supervisor.
- Encourage and facilitate a timely closeout process with the project team. Maintain close out checklist until all work is completed.

- Reconcile and close out purchase orders.
- Ensure all necessary documentation is completed and submitted with the Final Application for Payment.
- Facilitate turnover of Closeout Documents to other DPS departments.
- Monitor all activities to ensure compliance with the project schedule and budget.

#### **Post Completion Activities:**

- Support and maintain all assigned project documentation in the centrally stored electronic documentation system.
- Monitor completion of punch-list, obtain certificate letters and warranties from contractors and design consultants, obtain as-builts and final documents during closeout and warranty phase.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- High level of proficiency with software programs such as Word, PowerPoint, and Excel. Experience with graphics programs such as AutoCAD, Revit, InDesign and Photoshop are preferred.
- Proficiency with project management software.
- Proficiency with LEED Certified project execution.
- Comprehensive knowledge of operational and physical needs of a K-12 school environment is preferred.
- Knowledge of state guidelines with regard to K-12 facilities is preferred.
- Knowledge of public school system policies, procedures, and programs is preferred.
- Understanding of Construction Documents, including documents associated with Construction Administration.
- Familiarity with both hard bid (formal and informal) and CMaR project delivery methods.
- Demonstrated understanding of project roles and responsibilities of the Owner, Designer, and Contractor / CM.
- Demonstrated ability to manage and oversee project scope, schedule, and budget while maintaining system standards.
- Demonstrated strong communication skills with all project team members in both the design and construction setting. Ability to listen, articulate (written and oral), and discern are critical.
- Experience in working with local and state agencies (including NCDOT and NCDPI) with regard to planning and approval processes.
- Motivated to work independently on projects assigned, with the ability to meet assigned deadlines.

### **PHYSICAL REQUIREMENTS**

- Must hold and maintain a valid driver's license according to the State of North Carolina.
- 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 for employees to perform in this position.

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Signature

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Date