



# Hays Consolidated Independent School District

## Department of Human Resources

**Job Title:** Bond Project Manager III

**Wage/Hour Status:** Non-Exempt

**Reports to:** Project Manager Coordinator, Director of Construction

**Pay Grade:** BP05, 248 days

**Dept./School:** Construction and Planning

**Date Revised:** February 2025

### Primary Purpose:

Coordinate and oversee all bond funded construction, renovation and maintenance projects in the district from start to finish. This position expires at the completion of Bond or at the exhaustion of bond personnel funds.

### Qualifications:

#### Education/Certification:

High school diploma or GED  
Clear and valid Texas driver's license  
Bachelor Degree in related field (preferred)  
Indoor Air Quality (IAQ) certification (preferred)  
Resilient Floor Coverings Institute certification (preferred)

### Special Knowledge/Skills:

Advanced knowledge of project planning and construction principles  
Advanced knowledge of mechanical and electrical design and installation  
Advanced knowledge of health and safety regulations  
Advanced knowledge of building codes, zoning ordinances and inspection certification process  
Ability to read Construction Drawings and Specifications  
Ability to conduct on-site inspections of all district facilities  
Strong organizational, communication and interpersonal skills

### Experience

Ten plus (10+) years' experience in construction project management or related field

### Major Responsibilities and Duties:

1. Manage multiple projects simultaneously up to \$40M construction cost and/or 65K s.f.
2. Approve contingency change orders within the GMP up to \$50,000 and approve construction schedule adjustments
3. Work under the Project Manager Coordinator and Director of Construction with negligible supervision
4. Recommend and approve project scope for improvements and replacement cycles, as well as solicit proposals
5. Evaluate, recommend and approve Project timelines
6. Review and approve Applications for Payment and invoices
7. Recommend Scope, solicit proposals, and coordinate field activities for Owner Provided Services, including Geotechnical consultant, Surveying, FF&E, Commissioning, Test and Balance, and other vendors as required.
8. Be the Owner's primary point of contact for Architect and Contractor on Bond Construction Projects from Pre-Construction Services through warranty period.
9. Create and maintain cycle replacement schedules for roofing & weatherproofing, HVAC equipment, site features, drainage and finishes, such as flooring and paint.
10. Update and maintain the District Construction Standards document
11. Consult faculty, administrative staff and community to determine program-driven design needs.
12. Work with staff to schedule the advertising, pre-bid conferences and opening of bids and proposals.
13. Evaluate proposals for scope and cost, and negotiate with vendors on best and final offers.
14. Assist in bond planning, project planning, cost estimating and scheduling of projects.
15. Conduct on-site inspection of construction projects to ensure conformance with construction documents, programs and needs.
16. Actively manage projects from start to finish

17. Respond to inquiries regarding project scope, work quality, schedule, budget, safety and other project variables from contractors, design professionals and staff
18. Assist contractors with moving of portable buildings (classrooms), including placement, decking, steps, ramps (ADA compliance), hand rails, underpinning, etc.
19. Conduct roof inspections
20. Work with city, county, state and federal officials to ensure conformity with codes and ordinances regulating district construction projects.
21. Respond to emergencies as needed
22. Inspect existing facilities and make recommendations for improvements as needed and establish and recommend priorities for repair projects.
23. Update work orders daily and close upon work completion

**Supervisory Duties:**

None

**Mental Demands / Physical Demands / Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals, small hand tools, ladder, mechanical and electrical testing equipment, small truck or van

**Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling and twisting

**Motion:** Frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, overhead reaching and frequent driving

**Lifting:** Frequent moderate lifting and carrying (15-44 pounds)

**Environment:** Work outside and inside, on slippery or uneven walking surfaces, frequent exposure to extreme hot and cold temperatures, dust, noise, vibration, exposure to chemical and electrical hazards, work around machinery with moving parts, work around moving objects or vehicles, work alone, may work irregular hours, occasional prolonged hours, frequent districtwide travel

**Mental Demands:** Maintain emotional control under stress

**EEOC Statement:**

Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Positions are extended annually based upon availability of funding.

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Signature indicates acknowledgement of the receipt of aforementioned information.

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Employee Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

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Badge #