

Project Manager

March 22, 2016 Bond Construction Program

Job description

- Plan, direct, coordinate or budget activities concerned with the construction and maintenance of structures, facilities and systems for the School District Bond Construction Program.
- Participate in conceptual development of the construction projects and oversee their organization, scheduling and implementation.

Job tasks

- Responsible for construction management and project controls on Kindergarten – Grade 12 construction.
- Monitors the progress of multiple projects to ensure timely delivery of a quality project to the school district.
- Attends pre-bid conferences.
- Reviews submittals and Requests for Information.
- Establishes and maintains communications between Project Team members and ensures accurate, timely flow of information.
- Evaluate baseline schedules, schedules of values and other project submittals for compliance with design guidelines as owner.
- Reviews shop drawings and pay application submittals.
- Performs regular field observations to ensure that the work is being executed in conformance with the project objectives and specified requirements.
- Tracks progress and provides schedule updates of projects.
- Inspects work for quality installation and compliance with contract documents.
- Documents design revisions due to client requests, unforeseen conditions or design conflicts.
- Documents changes in the work.
- Reviews subcontractor work with consulting engineers.
- Works with Project Architect, consulting engineers and contractors to resolve conflicts encountered in the field in the best interest of the school district.
- Coordinates testing, owner training, commissioning and other required inspections.
- Involved in and attends preliminary inspections and follow-up inspections (Third Party Inspectors, Office of School Facilities, DHEC and others).
- Facilitates inspections required by local and state regulatory agencies (SCDHEC, Office of School Facilities, SCDOT and others).
- Has strong organizational, communication and interpersonal skills and must be able to work independently, as well as within a team.
- Is proficient in identifying project requirements as well as communicating those requirements to Project Team.
- Monitors, manages and controls field project administration and its functions from the planning phase through completion of the construction.
- Able to work in cooperation with all local and state regulatory agencies.

Technology requirements

- Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Other applicable programs

Experience & education

- Experience as a successful project manager (Experience in South Carolina Kindergarten – Grade 12 construction a plus).
- A Commercial Contractors License.
- Civil or mechanical engineering education, or equivalent experience.
- Training and experience that provides the required knowledge, skills and abilities.

Salary

- Based upon experience.