



TITLE:	Construction Project Manager	STATUS:	Exempt
REPORTS TO:	Director of Facilities and Planning	TERMS:	223 Days
DEPARTMENT:	Facility Planning/Construction	PAY GRADE:	AP6, Non-Chapter 21 Contract

PRIMARY PURPOSE:

Provides support to the Director of Facility Planning and Construction as a project manager to facilitate the efficient and professional operation of the department.

QUALIFICATIONS:**Education/Certification:**

Bachelor's degree in business, construction, or related field preferred.

Program/Construction management certificate preferred.

Program Project Managers will have the experience to manage the planning and implementation of multiple public construction bond programs from beginning to end, ensuring that projects are completed within time and budgetary constraints.

Special Knowledge/Skills:

Program Project Managers will have the experience to manage the planning and implementation of multiple public construction bond programs from beginning to end, ensuring that projects are completed within time and budgetary constraints.

Knowing the requirements of local, state, and federal policy, rules and laws as required by the Education Code and TEC as it relates to public construction bond programs.

Knowledge of the construction process as it relates to architectural, civil, mechanical, electrical and plumbing systems.

Proficient skills in word processing, spreadsheets, scheduling, and file management.

Effective organizational, communication and interpersonal skills.

Develop Program and Design schedules using project software

Good understanding of the construction industries terms and language.

Interpret Construction Drawings and Specifications

Ability to prepare basic scaled drawings of floor plans and elevations

Experience:

Five (5) years of project manager experience related to construction and particularly in public education bond construction programs.

Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular hours. Frequent district-wide travel is also required. The employee must regularly lift and/or move up to 50+ pounds. Specific vision abilities required by this job include close vision. Work outside and inside, work around machinery with moving parts; work around moving objects or vehicles; expose to



dampness and humidity; exposure to slippery and uneven surfaces. The noise level in the work environment is usually low to moderate, but occasionally will be excessive.

Essential Functions:

1. Reviews construction documents for compliance with District Design and Construction Standards
 2. Provide cost control by issuing and maintaining change orders.
 3. Prepares all Contracts for A/E, Consultants, Contractors, surveyors, materials testing, traffic studies.
 4. Prepare and analyze Change Proposal Requests (CPR) Request for Information (RFI), Architectural Supplemental Instruction (ASI), and submittals
 5. On-site visits to verify progress and prepare observation reports
 6. Chairs Weekly Progress Meeting during design & construction
 7. Assures A/E Consultants & Contractors comply with and enforces contractual obligations between Owner and Consultants and Contractors.
 8. Maintains job log and all project related documents from design through warranty
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The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Signature

Printed Name

Date