

Pflugerville Independent School District - Job Description

Job Title/Position:	Construction Project Manager	Department/School:	Support Services
Pay Information:	Organizational Leadership Compensation Plan Bond Funded Long Term/Temporary	Supervised By:	Director of Construction
FLSA:	Exempt	Date Revised:	January 2025

Primary Purpose:

Coordinate and monitor new construction projects and renovation projects for all district facilities.

Minimum Qualifications (Experience/Education/Certification):

High school diploma; five years' experience in construction project management.

Major Responsibilities:

1. Create and maintain project plans/schedules that identify expectations, deliverables, tasks, milestone dates, status and resource allocation.
2. Manage day-to-day operational aspects of multiple, concurrent projects including the facilitation of client/team meetings, communication of status, change control process and problem resolution/escalation.
3. Assist in planning for new construction and renovation projects by participating in preconstruction planning meetings; help manage project budgets and funding provided by the Coordinator of Construction.
4. Apply appropriate project management techniques to minimize risk and ensure the success of all projects. Apply team leadership principals to guide technical teams through all phases of projects.
5. Prepare and deliver written and oral presentations of project proposals, status reports and project closure documentation.
6. Work closely with the Coordinator of Construction to ensure projects are on time and are being completed according to specifications set forth by PfISD.
7. Ensure that safety training is provided to staff and that proper safety practices are followed on all jobs by PfISD and our contractors, including sub-contractors.
8. Establish and maintain regular written and face-to-face communication; develop and maintain technical documentation related to assigned functions and responsibilities.
9. Participate in long range planning;
10. Monitor, investigate and resolve concerns relating to contract costs, payment approvals, changes, revisions and construction procedures.
11. Manage, direct and assign priorities and personnel; plan and administer a budget.
12. Follow Educator Code of Conduct & all policies, procedures, laws and State/Federal regulations.
13. Perform other duties as assigned.

Special Knowledge/Skills:

- Knowledge of construction procedures such as design, material testing, building methods, construction terminology and quality control of materials used in the construction and maintenance of buildings
- Knowledge of using project management software
- Knowledge of established OSHA laws and safety requirements
- Ability to read and understand blue prints
- Skill and ability to use Gantt Charts and critical path analyses
- Knowledge of all applicable federal, state and local laws, guidelines and procedures
- Skill in communicating effectively with others
- Skill in working with various forms of equipment including, but not limited to, personal computers, calculators, projectors and printers
- Skill in working with computer tools including, but not limited to, email, internet, word processing and spreadsheets
- Skill in working in collaborative, team-based environments.
- Skill in maintaining confidential information

Supervisory Responsibilities:

Supervises external general contractors, architectural and engineering consultants

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Exposure daily to possible adverse weather elements for extended periods of time; position regularly requires work outside the regular work week, must be able to push, pull, lift, and/or carry at least 40 lbs.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: _____ Date: _____

Employee's Printed Name: _____