



SEGUIN INDEPENDENT SCHOOL DISTRICT

Job Description

JOB TITLE: Construction Project Manager
REPORTS TO: Chief Financial Officer
DEPT/SCHOOL: Maintenance

WAGE/HOUR STATUS: Exempt
PAY GRADE: Professional (P4)
DAYS EMPLOYED: 235
DATE REVISED: April 2025

PRIMARY PURPOSE:

Coordinate and oversee all new construction, renovation, furniture and equipment projects in the district from start to finish. Ensure compliance with all planning and zoning requirements.

QUALIFICATIONS:

Education/Certification:

Bachelor's Degree
Clear and valid Texas driver's license
Preferred CCM (Certified Construction Manager)
Preferred PMP (Project Management Professional)

Special Knowledge/Skills:

Knowledge of project planning and construction principles
Knowledge of mechanical and electrical design and installation
Knowledge of health and safety regulations
Knowledge of building codes, zoning ordinances, and the inspection certification process including American Disabilities Act requirements
Ability to read blueprints and schematics
Ability to conduct on-site inspections of all district facilities
Skill in communicating effectively with diverse groups, both verbally and written, utilizing professionalism, poise, tact and diplomacy.
Ability to coordinate and plan multiple projects simultaneously
Proficient in MS Office & Google workspace
Ability to maintain effective working relationships with a wide variety of District and external personnel, outside organizations, elected officials, and the general public.

Experience:

10-15 years construction project management, architectural, or engineering experience, preferred
3-5 years school district facilities, maintenance, or operations, preferred

MAJOR RESPONSIBILITIES AND DUTIES:

Facility Construction and Repair

1. Supervise complex construction activities to build new or modify existing school, classrooms, facilities and/or other related buildings, including utilities, equipment installation, furniture and exterior improvements.
2. Serve as liaison to architects, engineers, and consultants to develop, review, and finalize project plans, drawings, schematics, and specifications. Coordinate and conduct project development and construction progress meetings.
3. Work with city, county, state, and federal officials to ensure compliance with codes and ordinances regulating district construction projects.
4. Develop and maintain construction progress schedules.
5. Conduct on-site inspection of construction projects to ensure conformance with construction documents, programs, and needs.
6. Inspect existing facilities and make recommendations for improvements as needed and establish and recommend priorities for repair projects.
7. Expedite documentation and completion of punch-list items and coordinate transition of building operation from general contractor to district upon acceptance of a facility.
8. Track warranty expiration dates and make final warranty check prior to end of warranty periods. Oversee warranty correction work.
9. Develop resolutions to complex technical problems where analysis of situations or data requires an in-depth evaluation of various factors.
10. Participate in the prequalification or approval process for architects, engineers, and contractors.
11. Consult faculty, administrative staff, and community to determine program-driven design needs.

Policy, Reports, and Law

12. Complete periodic reports of construction project progress and make presentations to the board, community, and any other stakeholders.
13. Compile, maintain, and file all reports, records, and other documents required including coordinating the storage and handling of construction documents.
14. Follow district safety protocols and emergency procedures.

Budget and Inventory

15. Estimate cost of construction and repair projects, including labor, materials, and other related costs and assist with the preparation of bidding documents, including notice and instructions to bidders, drawings, and specifications.
16. Assist with the evaluation of formal bids and provide input into recommendations for the awarding of contracts for school board approval.
17. Review and authorize requests for payment from contractor(s) and designer(s).
18. Ensure programs are cost-effective and funds are managed wisely.

Safety

19. Maintain safety standards in conformance with federal, state, and insurance regulations.

WORKING CONDITIONS:

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, and overhead reaching; frequent driving

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

Environment: Work indoors and outdoors, 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 district wide travel

Mental Demands: Maintain emotional control under stress

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.

I understand that a portion or all of my position could be funded using a Federal funding source (including extra duty pay, stipends, or compensation).

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Reviewed by _____ Date _____

Employee Signature _____ Date Received _____