

Revised
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ST. CHARLES PARISH PUBLIC SCHOOLS
PROJECT MANAGER

Job Title: Project Manger
Salary Grade: Steps 0-6
Work Year: 260 Days, 8.0 Hours/Day
FLSA Status: Non-Exempt
Department: Central Office Based
Division: Physical Plant Services
Reports To: Assistant Superintendent of Operations

PURPOSE STATEMENT The job of Project Manager is done for the purpose/s of recording and reporting the status of ongoing maintenance, construction projects; providing information to others; and scheduling work assignments within established timeframes and standards.

ESSENTIAL DUTIES

- Collaborates with other administrative personnel for the purpose of supporting them in the achievement of department, program and district goals.
- Compiles data from a wide of sources for the purpose of analyzing issues, ensuring compliance with established policies and procedures, and/or monitoring program components.
- Inspects buildings and grounds on a regular basis for the purpose of ensuring that a high standard of workmanship, cleanliness, safety and security are maintained.
- Inspects the construction sites for the purpose of determining that high standards of workmanship, safety and security are being maintained and that construction is meeting Board specifications and safety standards.
- Inspects, documents, and monitors the condition of all school system building roofs.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Serves as liaison between the Principal, Contractors and Assistant Superintendent of Operations for the purpose of communicating time and activities related to projects and location of work being performed.
- Develops non-bid public works project scopes and proposal packages and monitors project progress.

OTHER FUNCTIONS

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PROFESSIONAL ATTITUDE AND CONDUCT FACTORS

Quality of Work-attention to detail and accuracy of work produced

- Completes tasks, reports, and documents accurately according to specified timelines and expectations
- Makes wise and appropriate decisions after identifying and analyzing relevant information

Availability-punctual, adheres to work schedule and has overall satisfactory attendance

- Adheres to district guidelines relative to attendance. Regularly reports to work on time and works additional hours when deemed necessary

Communication Skills-both verbal and written work is of satisfactory caliber

- Uses verbal and non-verbal communication in a manner respectful of others
- Writes and speaks clearly and concisely so that the message is understood
- Uses active listening skills
- Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments
- Demonstrates skill in giving and receiving feedback

Interpersonal Skills-works cooperatively with colleagues, students, parents and vendors

- Accepts and uses constructive feedback
- Accepts and recognizes the value of the contribution of others
- Attends and constructively participates in meetings and professional development activities
- Treats all stakeholders in a respectful and helpful manner
- Develops leadership and responsibility in colleagues and students if applicable

Personal Impact-presentable, appropriate appearance for position, represents district positively

- Dresses for success according to job responsibilities
- Displays confident posture and maintains self-control
- Consistently demonstrates customer excellence standards
- Demonstrates positive support through actions and words as ambassadors of the schools and districts
- Develops and maintains a safe and caring environment for all of our customers

Productivity-performs work efficiently, on time, effectively uses available resources

- Identifies problems and issues and works collaboratively to contribute ideas and find solutions
- Minimizes bias in self and others and accepts responsibility for his/her own actions

Teamwork-works with fellow employees in harmony without creating stress

- Cooperates with building and district staff in planning and evaluation

Adaptability-accepts and adjusts to change, performs multiple tasks, organizes work, sets work priorities, and performs other duties as assigned

- Follows directives as assigned by supervisor
- Cooperates with administration in the performance of additional duties

Policy-follows Board Policy and Procedures

- Adheres to Board policies and procedures and administrative rules, guidelines, and regulations
- Adheres to ethical, legal and professional standards
- Applies laws, policies, regulations, and procedures fairly, consistently, wisely, and compassionately
- Refrains from revealing confidential information

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: analyzing budgets; analyzing data; conducting meetings; estimating required resources; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific Knowledge based competencies required to satisfactorily perform

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the functions of the job include: codes/laws/rules/regulations/policies related to physical plants and grounds; school safety and security practices; and construction operations, cleaning and maintenance.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific Ability based competencies required to satisfactorily perform the functions of the job include: developing specifications; adapting to changing work priorities; working as part of a team; communicating effectively; working extended hours; and maintaining confidentiality.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under minimal temperature variations.

Education and Training – High school diploma or equivalent.

Experience – Job related experience is required.

Equivalency – Two (2) years experience in a maintenance program and construction.

Certificates and Licenses- Driver's license

Employee's Signature

Date

Supervisor's Signature

Date