

Job Description

Title: Project Manager

Reports To: General Manager for Support Services

General Summary: Supports the District's educational program and services by designing, managing and coordinating various District construction and renovation projects as assigned. Ensures compliance with District policy and all applicable construction quality and safety standards. Serves as Owner's Representative in dealings with construction design professionals, contractors and suppliers. Coordinates projects with various District staff to avoid schedule conflicts and ensure safe and efficient school operations. Assumes primary responsibility for archival construction documents, facility statistics and related record keeping.

Essential Functions:

1. Plan, draft or sketch, bid, award, contract administration, quality verification and close out of a wide variety of architectural, civil, landscape, mechanical and electrical projects. For significant projects exceeding scope or complexity to efficiently accomplish in-house, manage and coordinate the procurement of similar professional services from sources outside the District. (35%)
2. Administer the District's project management program by assisting the General Manager for Support Services and building administrators in planning, designing, cost estimating, and construction of projects. Maintain current status of costs, schedules, and progress. Report status of project progress or completion as requested and maintain as-built project documents and all related records. (25%)
3. Work closely with Support Services maintenance managers and department heads to plan, manage and coordinate projects that utilize or interface with District personnel. Serve as a resource of information to offer professional knowledge and expertise to Support Services maintenance staff upon request. (15%)
4. Coordinate construction and project activities with building administrators to ensure life safety and minimal disruption to academic school operations. Coordinate with District administrators to avoid construction conflicts with Summer School, Kid's Network, athletics and all special activities. (5%)
5. Electronically maintain and secure the District's Facility Management Plans in as-built condition. Develop, compile, and maintain statistics for all facilities and sites. Coordinate and share statistical data with Support Services managers and department heads. (5%)
6. Primary support and coordination role for the procurement, subscription renewal and for the day to day management of the District's construction document control software. (5%)
7. Manage the District's archive of construction documents and plans. Primary responsibility for the Support Services Plan Room, mezzanine archival records and security of all documents contained therein. Coordinate with Support Services managers and department heads and with outside sources to make construction documents available to others at all times. (3%)
8. Plan and direct the procurement, relocation and setup of portable classrooms. Manage the restoration of sites formerly occupied by portable classrooms (2%)
9. Assume other responsibilities as assigned by the General Manager for Support Services. (5%)

Work Year: 12 months

Qualifications:

1. Educational Level: Bachelor’s Degree in Architecture, Landscape Architecture, Civil Engineering or Construction Management from an approved institution or equivalent combination of formal education and verifiable work experience.
2. Certification or Licensure: n/a.
3. Experience desired: Ten years of successful experience in construction design, specifications and contract administration with emphasis in the areas of project management, verification and coordination. Additional experience as either an Owner’s Representative or Project Manager is valued.
4. Other requirements: Possesses strong organizational skills and works efficiently.
 Ability to supervise and direct the work performed by others.
 Sense of urgency, self-directed and able to motivate others.
 Possesses good judgment and the ability to prioritize among many demands.
 Ability to work well with people while under stressful, demanding situations.
 Possesses oral and written communication skills.
 Presents and promotes a service oriented attitude.
 Thorough knowledge of current Microsoft Office products.

Special Requirements:

	Occasional 1 – 32%	Frequent 33 – 66%	Constant 67% +
1. Standing		x	
2. Walking		x	
3. Sitting		x	
4. Lifting <u>50</u> lb max.	x		
5. Carrying <u>50</u> feet.	x		
6. Pushing / Pulling	x		
7. Climbing / Balancing	x		
8. Stooping / Kneeling / Crouching / Crawling ...	x		
9. Reaching / Handling	x		
10. Speaking / Hearing			x
11. Seeing / depth perception / color			x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the immediate supervisor (and/or superintendent).

Revised: November 16, 2017