

**Project Manager**  
**New Hanover County Schools**

**Job Description**

**Class: Classified**

**Dept: Facilities/Operations**

**TITLE: Project Manager**

**QUALIFICATIONS:**

1. Bachelor degree in Construction Management, Architecture, Engineering or a related field. North Carolina State Contractor's License or Professional Registration (AIA, PE) preferred.
2. Five or more years of increasingly responsible administration and supervisory experience in construction management.
3. Effective communication and computer skills.

**REPORTS TO:** Director of Facility Planning and Construction

**JOB GOAL:** To plan, coordinate, direct and review capital improvement projects of the Facility Planning and Construction Department and to assist in the current and long range facility planning for the New Hanover County School System.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school facility issues.
2. Assist in the implementation of goals and objectives; assist in the development and implementation of annual plans for construction activities.
3. Participate in the designer selection process; advertising project announcements, scheduling interviews, and pre-selecting design firms; negotiate contracts and contract change orders with outside contractors.
4. Participate in construction engineering budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for materials and labor; monitor and control expenditures on construction projects.
5. Evaluate construction engineering operations, schedules and activities including new building construction and renovation; recommend improvements and modifications; prepare various reports on operations and activities.

6. Review design and plans of construction projects; coordinate activities, and inspect projects for compliance with plans and specifications; prepare reports related to the status of construction, compliance with budgets and with approved project schedules.
7. Direct, coordinate and oversee repair work during warranty period on construction projects.
8. Review and recommend approval of progress and final payments for architects, engineers, contractors and various vendors; review all final project close-out documentation to assure all contract requirements met and all information is complete and accurate.
9. Maintain compliance with federal, state and local laws, rules, codes and regulations related to construction engineering.
10. Attend training sessions and /or seminars as required to maintain or enhance skills that may be required for the successful performance of this position.
11. Performs other related duties and responsibilities as requested by the Director.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** 12 month work year/At-Will/FLSA Exempt

**Starting Salary and/or Grade:** Grade 78

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Ability to communicate clearly and concisely, both orally and in writing with school personnel, professional architectural and engineering firms, contractors and other community persons and officials.
- Demonstrate strong knowledge of computers and all aspects of the Microsoft Office Professional software programs including project scheduling and spreadsheets.
- Ability to read, interpret, enforce and manage construction contract documents and architectural and engineering building designs.
- Knowledge of pertinent federal, state and local laws, codes and regulations related to building construction.
- Knowledge of principals, methods, and practices of construction management, program evaluation and public administration.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.