

Job Title:	<u>Construction Project Manager</u>
Grade Level/Terms of Employment:	<u>Grade 130/260 Days (12 months)</u>
FLSA Status:	<u>Exempt</u>
Work Location:	<u>TBD</u>
Immediate Supervisor:	<u>Director of School Construction</u>

General Description:

The Construction Project Manager performs project management of school construction, renovation and/or capital improvement projects for the division to ensure project specifications and construction standards are met. The Manager leads project teams, develops project schedules, and implements project controls to ensure projects are completed on schedule, within scope and under budget.

Essential Duties and Responsibilities:

- Ensures school construction and renovation projects are carried out according to plans and specifications, monitors compliance with building standards and codes, safety code compliance, environmental regulations and other state, federal and local regulations
- Investigates project delays and determines current and future needs to ensure projects are completed as necessary
- Evaluates and recommends approval for construction change orders and researches construction issues to determine their practicality and economic feasibility
- Assists the Director, School Construction in coordinating the activities of architectural firms, engineering firms, geotechnical consultants, surveyors, material testing firms, and general contractors, mechanical, electrical, and plumbing contractors
- Inspects project sites to monitor construction in progress, conducting final inspections, generating punch lists, and recommending acceptance of the completed project
- Ensures the appropriate documentation is created to support each project and the necessary auditing update entries are made to the documentations, and reviews appropriate documentation for accuracy and timeliness
- Serves as a resource and liaison between the Construction Management and Procurement departments
- Collaborates with the construction procurement manager in the preparation and maintenance of administrative records of construction contracts, contract transactions, required submittals, requests for information, and change orders
- Performs other duties as assigned

Qualifications:

- Bachelor's degree in Construction, Architecture, Engineering, or related field required
- Five years of experience in construction project management or related fields; or any equivalent combination
- Comprehensive knowledge of architectural, engineering and construction contracts, and project management of the design and construction phases of facilities projects
- Considerable knowledge of construction budgets, budget control, estimating and cost accounting, and ability to read and understand construction drawings, building plans and specifications
- PMP Certification strongly preferred (PM)

- Valid driver's license
- Bilingual/fluency in Spanish preferred