

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

PROJECTS MANAGER I

QUALIFICATIONS:

- (1) High school education and specialized training equivalent to two (2) years of college
- (2) Five (5) years of experience as a project superintendent on major construction projects, management experience in school construction or other building construction fields.
- (3) Some positions may require specialized construction training and skills
- (4) Valid Florida Driver License.

KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Working knowledge of Florida State Regulations for Educational Facilities and other applicable codes and regulations preferred.
- (2) Ability to establish and maintain cooperative working relationships with design professionals, contractors, school administrators, staff members and the general public.
- (3) Ability to exercise judgment and decision making in interpreting and applying laws, rules, regulations and policies.
- (4) Skill in analyzing, evaluating and solving problems.
- (5) Ability to communicate effectively orally and in writing.
- (6) Knowledge of computer applications.

REPORTS TO: Construction Manager/Director

JOB GOAL

To assist in planning, design and construction of new facilities or renovation of older facilities.

PERFORMANCE RESPONSIBILITIES:

- (1) Manage all assigned construction and renovation projects from conception to completion.
- (2) Establish and maintain appropriate communication with the school board staff, school administration, school advisory groups, design professionals and other public agencies.
- (3) Review and approve requests for payment.
- (4) Inspect construction projects regularly to ensure that contractors are meeting project specification.
- (5) Maintain technical records and files on all projects.
- (6) Assist with the design assigned in-house construction projects, including assisting with preparation of drawings and specifications.
- (7)

- (8) Assist in the review of construction needs for capital improvement construction projects.
- (9) Assist in the review of plans and specifications for specific construction projects.
- (10) Assist in selection of architectural and engineering firms for design and construction.
- (11) Perform other related duties as assigned by Construction Manager.
- (12) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (13) Assist in preparing budget for future projects
- * (14) Work with building officials to review plans and codes on future projects.
- * (15) Assist district Supervisors with individual school projects as needed
- * (16) Assist with annual contracts and RFQ's for the department.

PHYSICAL REQUIREMENTS:

Heavy Work: exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be appraised in accordance with provisions of the Boards policy on appraisal of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 8

Flagler Schools Strategic Framework – Operational Services

Salary Lane: Support CKZ

APPROVED 06/19/2018