



BRIDGEWATER-RARITAN REGIONAL SCHOOL DISTRICT  
Job Description Manual

<b>SECTION</b>	<b>CENTRAL ADMINISTRATION</b>
<b>CATEGORY</b>	<b>CLASSIFIED PERSONNEL</b>
<b>TITLE</b>	<b>REFERENDUM PROJECT MANAGER</b>

**DESCRIPTION**

The referendum project manager will act as representative and liaison between the District, Architects, and Project contractors ensuring that all contract terms are met by the contractors, conducting on-site observations and checks on the work in progress, maintaining and checking the construction project schedule, and submitting necessary reports. The position will be in place for the duration of the 2023 Referendum Project.

**QUALIFICATIONS**

1. Fifteen or more years of experience in the facilities project management field
2. Five or more years in a supervisory capacity
3. Demonstrated knowledge of principles, methods, materials, and equipment common to building construction
4. Superior communication, interpersonal and organizational skills
5. Experience establishing and maintaining positive relationships with consultants, contractors, and code officials
6. Proficient and competent in current computer technology

**REPORTING RESPONSIBILITIES**

The Referendum Project Manager reports to the School Business Administrator.

**JOB GOAL**

The Referendum Project Manager's job goal is to ensure the successful completion, both on time and on budget for the work specified in the 2023 referendum.

**TERMS OF EMPLOYMENT**

12 month employee, Non-Bargaining Unit  
Eligible for benefits per Board Policy

**PERSONAL EVALUATION**

The performance of this job will be evaluated annually in accordance with the NJ State law and the provisions of the board's policy on evaluations.



## Bridgewater-Raritan Regional School District Job Description

### **PERFORMANCE RESPONSIBILITIES**

1. Represents the district on all design/construction matters and maintains confidentiality in all areas of the assignment
2. Schedules and conducts job meetings as necessary with contractors and professional consultants
3. Maintains a log or diary of construction activities and progress
4. Maintains and updates a construction master schedule
5. Maintains files of correspondence, job conference reports, shop drawings, contract documents, change orders, etc...that relate to the referendum projects
6. Performs daily onsite observations of progress work completed by the general contractor, HVAC, plumbing, electrical contractors and any other sub-contractors
7. Issues periodic reports to appropriate personnel and committees on project status
8. Reviews requests for payment and makes recommendations for disposition to the appropriate office
9. Communicates with building principals as needed for scheduling and project status
10. Attends Board of Education and other district meetings as needed
11. Ensures that all safety measures are met at the construction sites
12. Adheres to all applicable district policies and regulations
13. Performs other related duties as may be assigned by the Superintendent, Business Administrator, or designee

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adopted: 04 April 2023