

## 27J SCHOOLS EXEMPT POSITION JOB DESCRIPTION

**Job Title:** Construction Project Manager  
**Date Prepared or Last Modified:** October 25, 2017, Reviewed December 2020  
**Work Year:** 260 Days  
**Department:** Operations  
**Reports To:** Senior Construction Project Manager

**SUMMARY:** Responsible for representing and overseeing contracted work associated with new construction, repairs, upgrades and additions to existing facilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- D 40% Manage the construction process with the design firm and general contractor to insure the process, materials and methods employed by the contractor are of acceptable quality, in compliance with the contract documents and within budget. Arrange for required tests and offsite improvements. Resolve construction issues. Monitor construction sequencing, submittals, material ordering, shipping, installation and scheduling.
- D 20% Manage with the construction project team and develop professional relationships for coordination of facility design by outside design consultants with District personnel, state and local building officials, utility companies, other government entities and school/citizen groups. Maintain path of communication between all parties.
- D 10% Manage project budgets to ensure projects are within budget. Approve payment requests, reconcile accounting figures.
- D 8% Coordinate and facilitate design submittal reviews including schematic design, design development and construction documents submitted by District personnel and building officials to assure compliance with codes. Assure that all District education, technical specifications and review comments are incorporated into the final bid process.
- D 7% Manage project close-out and warranty period including follow-up with contractor.
- D 5% Manage the bidding and negotiation phase including the pre-qualification of contractors. Assist in the review and analysis of bids for contractor selection. Assist in the contract award and arrange pre-conferences and construction start up.
- D 2% Provide regular written project status reporting for coordination with facilities personnel and school staff.
- Ongoing 2% Perform other duties as assigned.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND TRAINING:** Bachelor's degree in Architecture, Construction Management, Business or equivalent experience and training.

**EXPERIENCE:** Over three years' experience in construction related industry, public school administration preferred.

**SKILLS, KNOWLEDGE, & EQUIPMENT:** Excellent oral and written communication, interpersonal relation skills, supervisory, organizational, analytical, decision making and collaborating skills. Ability to understand contract documents, define problems and draw valid conclusions. Knowledge of contracting design and estimating; business practices and methods used in the construction industry. Operating knowledge of and experience with personal computers, word processing, spreadsheets and databases.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** Current Drivers License required.

**SUPERVISION/TECHNICAL RESPONSIBILITY:** This job has no supervisory responsibilities.

*The physical demands, work environment factors, and mental functions described below 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.*

**PHYSICAL DEMANDS** While performing the duties of this job, the employee is regularly required walk, sit, reach with hands and arms, talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to stand; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds. Occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close and distant vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT:** While performing this job the employee may regularly be required to work near moving mechanical parts and exposed to outdoor weather conditions. They may occasionally work in high, precarious places; exposed to fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibrations. The noise level in the work environment is usually quite.

**MENTAL FUNCTIONS** While performing the duties of this job, the employee is regularly required to instruct, compile, negotiate and synthesize. The employee is frequently required to compare, analyze, communicate, coordinate, compute, and evaluate and use interpersonal skills. Occasionally required to copy.