



<b>Job Title:</b>	Project Manager – Bond Program	<b>Wage/Hour Status:</b>	Exempt/226 Days
<b>Reports to:</b>	Division Manager Bond Program	<b>Pay Grade:</b>	Administrator 7
<b>Dept. /School:</b>	Facilities – Bond Program	<b>Date Revised:</b>	5/15/2024

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All Bond Program designated positions and personnel continued employment are contingent on the availability of designated bond funds and are not guaranteed.

**Primary Purpose:**

Direct and coordinate the activities of the Consultants and Contractors engaged on Mansfield ISD's Capital Improvement Bond Program Projects. Responsibilities include but are not limited to design and construction standards dissemination and verification, budget compliance and time management, including construction schedule preparation and monitoring.

**Qualifications:**

1. Bachelor's Degree in Construction Science, Construction Management, Building Science, Civil Engineering, or a degree in an approved field of study or Ten (10) years of experience in construction, construction project management, architecture, or engineering on K-12 Facilities or closely related industry.
2. Ability to communicate articulately in written and verbal form.
3. Ability to prepare bidding documents, including but not limited to notice and instructions to bidders, drawings, and specifications.
4. Ability to utilize Microsoft Office Professional and Microsoft Project.
5. Familiarity with civil, structural, mechanical and electrical design and installation criteria.
6. Ability to make effective and persuasive speeches and presentations to management, parents, and tax payers.
7. Ability to understand, review, and approve construction financial documents, budgets, and pay applications.
8. Proven ability and skill to manage construction projects.
9. Strong organizational, communication, and interpersonal skills.
10. Familiarity with building codes and zoning ordinances.

**Major Responsibilities and Duties:**

11. Work collaboratively to serve as liaison between campus principals, architects, engineers, consultants, and departments to develop, review, and finalize project plans, drawings, schematics, and specifications.
12. Conduct Design and Construction Consultant and Contractor Procedural Orientations to the Management and Administrative Requirements specific to MISD Standards, Guidelines and

- Communications. Develop and Conduct individual project(s) Pre-Bid and Pre-Construction meetings for the benefit of participating Consultants, Contractors and Subcontractors.
13. Provide performance and objective reports on project progress and submit reports to Program Manager, including monthly Board Reports for assigned projects.
  14. With Construction Manager (CM), conduct weekly construction phase meetings with the Contractor and Consultants, minute meetings in absence of CM, expedite RFI and RFP responses to Contractor(s) by Consultant(s), administer overall documentation compliance with construction phase management guidelines and schedules.
  15. Oversee on-site inspection of construction projects to verify conformance with construction documents and programs, including but not limited to, material testing, overhead inspections, air-balancing, fire inspections, and conformance to Technical Design Specifications.
  16. Coordinate with city, county, state, and federal officials to verify conformity with codes and ordinances regulating district construction projects.
  17. Attend various project development and construction meetings or partnering sessions and assist in identifying methods to expedite the development process.
  18. Manage and monitor the Project Architect(s) relative to the various phases of their responsibilities and ensure that they comply with policies and procedures.
  19. Work collaboratively with district personnel and General Contractors to supervise warranty correction work, conduct walk-through inspections, and make final warranty check prior to end of warranty periods.
  20. Verify compliance of final close-out procedures for the general contractors, engineers, and job order contractors (i.e., new schools, additions, renovations, demolitions, and hazmat).
  21. Perform all other tasks and duties as assigned.

**Personnel Management:**

22. Recommend staffing levels to support the ongoing work of the current bond programs including the warranty period for completed work.

**Safety:**

23. Maintain safety standards in conformance with federal, state, and insurance regulations and develop a program of preventative safety.

**Other:**

24. Perform disaster duty when needed.
25. Attend professional growth activities to keep abreast of innovative techniques in maintenance operations.
26. Respond to after hour's emergencies as needed.

**Supervisory Responsibilities:**

27. Supervises and manages the work of the Design Consultants and Construction Contractors in meeting the design and construction projects objectives of the Bond program.
28. Provides Guidance and Direction to Bond Program Project Managers and Construction Managers.
29. Other duties as assigned.

**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 will be made if necessary:

- Must be able to walk grounds and facilities. Must be able to climb ladders. Must be able to regularly drive to multiple locations.

**WORK ENVIRONMENT:**

The environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Works in a typical business office environment, and at construction sites at schools. For new construction, works at underdeveloped lots. Work environment may include rugged terrain, forested areas, wet, muddy conditions. Environment will involve labor, such as moving light impediments, staking, measuring conditions, marking objects etc.

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*