Adams12 Five Star Schools

Job Description
Prepared/Revised: **September 2024**

Job Title:	**Bond Construction Project Manager, Senior**	Job Code:	**B4098**
Job Family:	**Non-Certified Administrative**	FLSA Status:	**Ex-P**
Pay Program:	**Administrative**	Pay Range:	**L15**
Typical Work Year:	**12 months**		

SUMMARY: Manage the design, construction, closeout and warranty activities of large and complex new construction and construction renovation/remodeling projects within the district while exhibiting leadership qualities befitting a senior-level industry professional. Gather and review data concerning facility or equipment specifications. Plan, budget and schedule facilities modifications including estimates; bid documents; layouts; selection of architect, engineers, contractors and other professionals; and contract management. Collaborate with district leadership and all team members to ensure successful project completions that meet the District's Guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Serve as district representative and liaison to contractors, architects, engineers, and stakeholders having jurisdiction in design and construction matters. Assist and work with the director of construction, construction manager, coordinating architect, director of facilities design and facilities planners to ensure cohesion and consistency across multiple construction projects.	D	10%
2. Negotiate multiple deadlines and resource and budget constraints with district stakeholders, outside consultants and contractors through proactive approaches to meet project objectives. Schedule, coordinate and attend project team meetings. Minimize "scope creep" by identifying a clear project scope and budget while adhering to the approved program. Negotiate contracts for equipment and professional services using the District's Guidelines, Policies, General Conditions and other predetermined factors. Maintain complete, comprehensive and accurate project files using the District's filing structure.	D	10%
3. With an emphasis on the continuous improvement of operations, provide guidance, leadership, training, and mentoring to construction project managers regarding district and industry project management processes, best practices, legacy information, policy, local jurisdiction coordination, contract management, change process management, vendor management, and safety.. Effectively manage conflict and disagreements and develop procedures and techniques for resolution. Participate in the selection of architects, engineers, and construction contractors. Interview and select for hire construction project managers as necessary.	W	20%
4. Create and review schedules for detailed considerations of all activities needed to be completed within the project. Inspect the construction and installation progress to ensure that workmanship and materials used are in compliance with established building codes, specifications, plans, and district guidelines.	W	10%
5. Champion adequate avenues for quality assurance at each point by fostering positive internal and external working relationships and collaborative communication for the purpose of delivering efficient and effective facility planning and support services necessary within the project for a high performing facility.	W	10%
6. Prepare reports required by leadership to draw comparisons between work expended and plan, to review project milestones and to provide project projections with customers and management for decision making purposes. Design, develop, and conduct special studies in the assigned areas of construction or renovation projects; collect and analyze data as appropriate.	W	10%

7. Monitor budget cost control through established policies, procedures and techniques to measure resources consumed, project status and milestones and compare measurements to projections. Manage fund balances of assigned construction projects and related financial activity for the purpose of ensuring that allocations are accurate and expenses are within budget limits and ensure fiscal practices are followed.	W	3%
8. Coordinate proposal requests, change orders, and examine contractor pay applications and invoices for accuracy and authorize payments from project accounts.	M	10%
9. Establish and manage project budgets through cost estimating relationships with contracted architects, engineers, historical costs, estimating manuals and contractor bids and proposals.	M	3%
10. Perform other duties as assigned.	Ongoing	4%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree with a major in project or construction management, engineering, architecture or business administration. Four (4) additional years of similar or relevant experience may be substituted for this requirement.
- More than ten (10) years of experience in project or construction management.
- Minimum of four (4) years supervisory experience in field construction work performing technical duties.
- At least one (1) year of experience with scheduling software.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver's license and personal transportation for job-related travel.
- PMP certification preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Good oral and written communication, interpersonal skills, situational negotiation and conflict management skills.
- Proficient personal computer skills.
- Understanding of accounting principles and demonstrated working knowledge of accounting reports.
- Ability to effectively manage project budgets, schedules and correspondence.
- Ability to read and interpret blueprints and specifications.
- Knowledge of basic construction practices, materials, tools, terminology, and techniques.
- Knowledge of appropriate construction formulas, construction laboratory testing methods, and ability to use required construction instruments.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Ability to promote and follow Board of Education policies, District Policies, building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to meet schedules and time lines.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, e-mail, etc.
- Microsoft Office software.
- Operating knowledge of scheduling software such as MS Project, Primavera, etc.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Construction Manager, Construction Director	5080, 5084

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- On a project-by-project basis, may be solely responsible for, participate in or make recommendations related to developing, administering, monitoring, coordinating and initiating requisitions for project budgets and integrating the budget into the overall District budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *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 ACTIVITIES:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Stand		X		
Walk			X	
Sit			X	
Use hands and fingers to handle and/or feel		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Up to 10 pounds	X			
Up to 25 pounds	X			
Up to 50 pounds		X		
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Compare			X	
Analyze			X	
Communicate			X	
Copy				
Coordinate			X	
Instruct				
Compute				
Synthesize				

Evaluate			X	
Interpersonal Skills			X	
Compile				
Negotiate			X	

WORK ENVIRONMENT:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	**Required**
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	**Exposure Level**
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	