Adams12 Five Star Schools

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

Job Title:	**Bond Construction Project Manager**	Job Code:	**4093**
Job Family:	**Non-Certified**	FLSA Status:	**Exempt - A**
Pay Program:	**Administrative**	Pay Range:	**L14**
Typical Work Year:	**12 months**		

SUMMARY: Manage the design, construction, closeout and warranty activities of new construction and construction renovation projects within the district. 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 the Facilities Design team and district leadership to ensure successful project completions that meet the District's Guidelines and Policies

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. Coordinate and interface with a varied customer base to meet and satisfy their needs through positive relationships. Provide leadership to the construction project teams and exhibit behavior consistent with district goals by demonstrating the ability to effectively manage conflict and disagreements and develop procedures and techniques for resolution.	D	20%
2. Establish and manage project budgets through cost estimating relationships with contracted engineers, historical costs, estimating manuals and contractor bids and proposals. Monitor budget cost control through established policies, procedures and techniques to measure resources consumed, project status and milestones and compare measurements to projections. Examine contractor pay applications and invoices for accuracy and authorize payments from project accounts.	W	16%
3. Negotiate multiple deadlines and resource and budget constraints with district stakeholders, consultants and contractors through proactive approaches to meet project objectives. Schedule, coordinate and attend project team meetings. Maintain complete, comprehensive and accurate project files using the District's filing structure.	D	10%
4. Participate in the selection of architects, engineers, consultants and contractors. Negotiate contracts for equipment and professional services using the District's Guidelines, Policies, General Conditions and other predetermined factors.	W	10%
5. Inspect the construction and installation progress to ensure compliance with established criteria such as code, project specifications, district guidelines and construction plans. Report non-compliance to the Construction Manager or Director of Construction and formulate plans to rectify the respective situation.	W	10%
6. Create and review schedules for detailed considerations of all activities needed to be completed within the project. Control the design and construction process by measuring progress towards the goal and objectives and take corrective steps to achieve or exceed the same. Minimize "scope creep" by identifying a clear project scope and budget and adhering to the approved program.	W	10%
7. Ensure throughout design, bidding, construction and warranty that quality is not compromised at any point within the process. Champion adequate avenues for quality assurance at each point necessary within the project for a high performing facility.	W	10%
8. Prepare reports required by management 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.	W	10%
9. Perform other duties as assigned.	Ongoing	4%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree with a major in project or construction management, business administration or related field. Four (4) additional years of similar or relevant experience may be substituted for this requirement.
- Three (3) years of experience required in project or construction management. Seven (7) years preferred.
- At least one (1) year of experience with scheduling software.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid Colorado driver's license and qualified to drive district owned vehicles.
- Criminal background check required for hire.
- Ability to frequently travel among district facilities and into the community.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Good oral and written communication, interpersonal skills, situational negotiation and conflict management skills.
- Ability to read and interpret blueprints and specifications.
- Understanding of accounting principles and demonstrated working knowledge of accounting reports.
- Ability to effectively manage project budgets, schedules and correspondence.
- 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.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office software
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of scheduling software.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

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

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	