

Wentzville R-IV School District
Position Description
Locator: 1.26

Position Title: Project Manager

Reports To: Executive Director of Facilities

SUMMARY

Manages various construction projects throughout the district in accordance with state and federal laws and district policies and procedures. This position designs projects to be constructed by district staff and external contractors. The Project Manager will ensure the completion of work in accordance with construction drawings, specifications, and district standards; provides technical guidance to construction supervisors and others involved in district construction projects; assists in long range facilities planning.

QUALIFICATIONS/REQUIREMENTS

The Project Manager shall have previous experience in various types of commercial building and building systems design; must have a working knowledge of large building maintenance, equipment and systems; must be computer literate and be familiar with word processing, spreadsheets, computer-aided drafting (CAD) programs and maintenance management, specification authority, and document management software; must be able to follow instructions and be able to design, read, interpret and understand construction documents, including shop drawings, wiring diagrams, blueprints, technical specifications and contracts. The Project Manager must be self-motivated, prioritize duties in a changing environment and meet strict deadlines; must possess the ability to assume full ownership responsibility, and possess excellent interpersonal and communications skills. Bachelor's degree required.

ESSENTIAL JOB DUTIES

- Maintain knowledge of and comply with Board of Education policies and administrative guidelines, building codes, and local ordinances as they pertain to the construction of facilities for the district.
- Manage construction contracts with outside professional design firms and contractors.
- Assist Maintenance and Construction Supervisors in gathering field verification information and develop cost estimates, budgets and schedules for assigned construction projects.
- Design project and bid specifications to be constructed by district staff and outside contractors.
- Coordinate design work and communicate schedules with the Director of Facilities and school building administrators to implement projects.

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- Assist construction supervisors in inspecting construction work completed by district staff and outside contractors.
- Review bid packages and specifications prior to projects being issued for bid.
- Develop and oversee budgets and schedules, including schedule extensions for assigned projects.
- Must work in a collaborative manner with construction supervisors and school administrators to ensure timely completion of assigned projects consistent with district standards.
- Assist Maintenance in inspecting work to ensure completion of work in accordance with construction drawings, specifications, and district standards; and, in reviewing and making recommendations on construction changes and claims for extra work and schedule extensions.
- Assist Maintenance in trouble-shooting and resolving problems within the Project Manager's area of expertise.
- Assist with long range facility planning and management of the condition assessment database.
- Attend construction meetings, staff meetings, and various other meetings related to position and/or projects including bid meetings and reviews.
- Maintain a high level of professional knowledge in areas of architecture, mechanical engineering, and electrical engineering as appropriate.
- Help maintain a clean, safe and organized work environment, including job site and vehicles.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees.

OTHER DUTIES AND RESPONSIBILITIES

The Project Manager may be called to perform other duties as assigned by the Executive Director of Facilities, Chief Financial Officer or Superintendent,

PHYSICAL DEMANDS

Must be able to physically move safely and effectively in and around all district buildings and campus locations and work at heights greater than 20 feet; must be able to safely and repeatedly lift and relocate items weighting up to 30 pounds each on a regular basis; must possess clarity of vision at 20 feet or more and at 20 inches or less, peripheral vision, depth perception and color vision including the ability to use color charts; must be able to perform duties that require extensive sitting, extensive walking, standing for extended periods of time during normal shift; must have excellent balance and coordination to prevent falling; must be able to climb a ladder while performing job duties.

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ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual(s) currently holding this position perform the additional duties and responsibilities listed and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

The Project Manager shall be employed on a twelve-month basis with two weeks of vacation. Salary for the position will be established annually.

EVALUATION

Performance of the Project Manager will be evaluated in accordance with provisions of the Board's policy on evaluation.