

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

PROJECT MANAGEMENT COORDINATOR - DESIGN AND CONSTRUCTION

POSITION: Project Management Coordinator - Design and Construction

REPORTS TO: Director of Design and Construction

LOCATION: Division of Supporting Services

NATURE OF WORK:

The Project Management Coordinator II shall provide administration of construction projects for various facilities for which St. Mary's County Public Schools is responsible. This includes facility planning; knowledge of engineering design of sites, facilities, and equipment; and contract administration and management.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents and the community in a timely manner
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Performs institutional/commercial construction cost estimating for projects with a construction value of several million dollars;
- Manages and inspects institutional/commercial construction projects throughout the design and construction process;
- Assists with the management of all the administrative procedures and the coordination of the construction with the plans, specifications and approved shop drawings
- Possesses knowledge of institutional/commercial building codes, life safety codes, and the American with Disabilities Act (ADA) and possess the ability to develop solutions to meet requirements
- Assists with monitoring, controlling, and maintaining master schedules and budget overviews to ensure that projects are completed on time and on budget
- Reviews and writes construction specifications; and demonstrates knowledge of institutional/commercial building codes, life safety codes, and American with

- Disabilities Act (ADA) and develops solutions to meet requirements
- Assists in the planning, coordination, and inspection of new and renovated school facilities to provide quality construction with parameters established by St. Mary's County Public Schools;
 - Assists in the development of cost reduction studies, specification analysis, and cost estimates for the construction, alteration, repair, and maintenance of new and existing St. Mary's County Public Schools facilities and equipment
 - Assists in the preparation of cash flow projections and project execution reports
 - Analyzes and maintains project expenditures
 - Prepares contracts for purchase and delivery of goods and services
 - Prepares reports for all levels of management within and outside of the organization
 - Makes presentations to educational advisory groups relative to facilities planning needs/goals, facilities project status, and program overviews
 - Composes and prepares correspondence for review and signature by the Director of Design and Construction, the Assistant Superintendent of Supporting Services, or the Superintendent of Schools
 - Assures that construction is completed in accordance with plans, specifications, and approved shop drawings.
 - Manages all of the administrative procedures to monitor and control this work
 - Makes on-site visits to construction sites for purposes of evaluation and assessment
 - Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:

- A bachelor's degree in construction management, architecture, mechanical, electrical, or civil engineering or related field
- Two (2) years of experience in institutional/commercial facility planning, design, and construction with Computer-aided design (CAD)
- Must possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of Board-owned vehicle (Board Policy EEBA)

TERM OF EMPLOYMENT:

Full-time twelve-month position

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 34.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 5.2025