

## Special Buildings & Grounds Projects Manager

<b>DEPARTMENT:</b>	Buildings and Grounds	<b>REPORTS TO:</b>	Director of Facilities
<b>WORK SCHEDULE:</b>	12 months	<b>COMPENSATION:</b>	<a href="#">Support Staff Salary Schedule</a>
<b>FULL/PART TIME:</b>	Full Time	<b>FLSA STATUS:</b>	Exempt

### Position Description

The Special Buildings and Grounds Projects Manager leads the planning, design, and construction of all capital projects for the District. Additionally, this role assists with the procurement process, including developing bids and constructing pre-bid meetings. This position works closely with the District Administrative team to develop and implement construction project programs and assists with the development of District building standards.

Task Title	Essential Job Functions	Percent of Time Spent
Construction Project Management	<ul style="list-style-type: none"> <li>Develop and monitor district construction projects ranging from \$100,000 to \$62 million from conception to completion to ensure completion within the timelines established and within budget.</li> <li>Oversee or perform inspections as required.</li> <li>Create project status reports for Director, CFO, and Board of Education to keep stakeholders apprised of progress.</li> <li>Develop CAD drawings as needed.</li> <li>Help develop long-range plans, oversee plan room and distribution of documents.</li> </ul>	55%
Procurement	<ul style="list-style-type: none"> <li>Works in conjunction with managerial staff and Director to cope of work to be completed each year and estimate costs.</li> <li>Evaluate proposals, gather stakeholder input, oversee construction meetings,</li> <li>Facilitate bid process. Develop construction bid specifications and construction documents and conduct pre-bid meetings. Review and evaluate construction bid submittals and potential contractors.</li> <li>Develop and monitor construction pay requests, requests for information, and change orders.</li> <li>Meet with manufacturers, contractors, and engineers to solicit expert opinions.</li> </ul>	25%
Recordkeeping	<ul style="list-style-type: none"> <li>Manage and maintain construction logs, RFI, change of orders and directives associated with District projects.</li> <li>Develop and maintain district standards for construction, furniture, fixtures, and equipment (FF&amp;E), and all record documents including plans, specifications, and construction materials.</li> <li>Maintain accurate building maps using AutoCAD software.</li> </ul>	10%
Support Services	<ul style="list-style-type: none"> <li>Mentor and train colleagues in all aspects of capital project components.</li> </ul>	10%

Task Title	Essential Job Functions	Percent of Time Spent
	<ul style="list-style-type: none"> <li>● Provide training and assistance to district security access system coordinator.</li> <li>● Serve as district administrator for security control software and troubleshoot as needed.</li> <li>● Troubleshoot day-to-day maintenance and construction issues.</li> </ul>	
Other	<ul style="list-style-type: none"> <li>● Other duties as assigned.</li> </ul>	

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

### Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees
- **Supervisory Activities:** None.
- **Budget Signing Authority:** No budgetary signing authority.
- **Decision-making Authority:** Decisions impact the entire district.

### Qualifications

#### Required

- **Education:** Bachelor's degree in architecture, construction management, or a related field.
- **Licensure:** Driver's license required to travel between job sites.
- **Previous Work-Related Experience:** Seven or more years of related experience.

### Knowledge & Skills

#### Knowledge

- **Basic:**
  - Administrative: Administrative and office procedures, functions, and basic office tasks.
  - Education/Training: Principles and methods for curriculum and training design, teaching, and instruction, and measuring training effects.
- **Intermediate:**
  - Accounting: Accounting principles, practices, and the analysis and reporting of financial data.
  - Human Resources: Recruitment, selection, compensation and benefits, labor relations, and HR information
- **Advanced:**
  - Computers/IT: Electronic equipment, and computer hardware and software, including AutoCAD, security access control software, and other applications.
  - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization. Knowledge of Federal, State, and local building and safety codes.
  - Customer and Personal Service: Principles and processes for providing customer and personal services.
- **Expert:**

- Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people.
- Skilled Trades and Construction: Materials, methods, and the tools involved in the construction or repair of buildings or other structures.
- Law/Government: Local, state, and national laws and government regulations.
- Building and Construction: Knowledge of materials, methods, and the tools involved in the construction or repair of buildings or other structures.

## Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Speaking, Writing, Active Learning, Learning Strategies, Time Management, Complex Problem Solving, Judgement/Decision-Making
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Reading Comprehension, Active Listening, Critical Thinking, Monitoring, Management of Personnel Resources, Coordination, Negotiation, Social Perceptiveness, Systems Analysis, Systems Evaluation, Operations Analysis, Troubleshooting
- **Occasionally (Up to 2.5 hours or 32% of the day):** Management of Financial Resources, Management of Material Resources, Instructing, Persuasion, Quality Control Analysis, Technology Design
- **Rarely (Less than 1 hour or 12% of the day):** Mathematics, Science, Service Orientation, Equipment Selection, Operation and Control, Operation Monitoring

## Working Conditions

### Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Finger Dexterity
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Sitting, Standing, Walking, Climbing, Hearing, Color Vision
- **Occasionally (Up to 2.5 hours or 32% of the day):** Balancing, Multi-limb Coordination, Reaching, Repetitive Motion
- **Rarely:(Less than 1 hour or 12% of the day):** Crawling, Crouching/Kneeling, Carrying/Lifting, Pulling/Pushing

### Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

### Work Type/Physical Demands

- *Medium work:* Exerting 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

### Working Environment

- *Moderate risk and discomfort level:* The work involves moderate risks or discomforts that require basic safety precautions, e.g., working around moving parts, carts, or machines; exposure to contagious diseases or irritant chemicals. Employees may be required to use common protective clothing or gear, such as masks, gowns, coats, boots, goggles, gloves, or shields.

**EEO Statement**

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: April 3, 2024