



Seattle Public Schools

Senior Project Manager- Capital Projects

SALARY	\$132,100.80 - \$169,624.00 Annually	LOCATION	John Stanford Center for Educational Excellence, WA
JOB TYPE	Full-Time	JOB NUMBER	26755
DEPARTMENT	Team Central (A) - Capital Projects	OPENING DATE	03/13/2026
CLOSING DATE	4/3/2026 5:00 PM Pacific	SUBJECT AREA	N/A - THIS IS NOT A TEACHING POSITION
FTE	1.0		

Overview of Position

Acts as the authorized agent for the Seattle School District in the management and execution of the design, bid, and construction of simultaneous renovation and new Capital construction projects included in the capital levy program. Ensures construction projects are completed on time, within established budgets, and within the quality standards established by the District.

Essential Functions

10%

- Evaluates, develops, and manages the scope of work required for assigned projects in the Capital Levy program, including educational specifications, architectural programs, school relocations, equipment and furniture purchases, and community resources, using input from District departments and the Director of Capital.

10%

- Negotiates with construction management firms, architects, consultants, and building contractors as the authorized agent.
- Manages project contracts.
- Ensures compliance with applicable federal, state, city, and District regulations.

10%

- Assures that projects are completed on time and within budget.
- Monitors project budgets.
- Develops and audits cost and quality control measures for each project by monitoring and coordinating data from architects and project managers.
- Develops, coordinates, and manages the change order process for the design and construction of projects through an automated tracking system.

10%

- Evaluates, analyzes, and modifies the work performed by construction management firms, including the project scope, budget, schedule and quality of the performance of the work.
- Makes site visits and oversees activities performed at project sites, as needed.
- Evaluates and recommends for hire or dismissal managers and employees by construction management firm.

30%

- Manages and oversees District staff assigned to Capital projects, including supervising and evaluating professional and support staff.
- Develops schedules and priorities for staff.
- Assigns, monitors and evaluates work performance.
- Consults with subordinates on a variety of problems and issues.

10%

- Coordinates review of project educational requirements with District leadership, including principals, Education Directors, Chief Operating Officer, and Chief Academic Officer.
- Manages the School Design Advisory Team (SDAT) process for each Capital project.
- Ensures conformance with educational specifications and project-specific requirements for each site.
- Reviews Capital project designs with District staff, as appropriate, including staff in Teaching and Learning, Nutrition Services, Facilities Operations and Environmental Services.

4%

- Coordinates the process for and collaborates in the prequalification and selection of design architects as well as other professional services required for each construction project.

4%

- In consultation with the Chief Operating Officer and Director approves the schematic design, design development, and construction documents for projects to ensure that they are in compliance with established budgets and timelines.

4%

- As requested, by the Director, presents conceptual and schematic design for Capital projects to the School Board.
- Coordinates participation of construction management staff, project architects, and school principal and staff in Board presentations.
- In conjunction with Director, writes major reports and delivers briefings to the School Board, the BEX/BTA Oversight Committee and the Superintendent on projects.
- Provides support to the Director for Board projects and reports.

8%

- Provides data and coordinates with District's Contracting Services Manager on the bid process for construction projects.
- Provides data and coordinates with District's Legal staff on the legal defense of projects, including Master Use Permit appeals, environmental appeals, and landmarks process.
- Provides testimony as required.

OTHER FUNCTIONS:

- Attends or participates in meetings and other activities deemed necessary by the Director of Capital.
- Prepares and makes presentations to the Landmarks Board, and large community groups.

- Maintains current knowledge in assigned areas.
- May perform related duties consistent with the scope and intent of the position.

RELEVANT COMPETENCIES:

Decision Quality and problem solving

Performs work with energy and drive; values planning, but will take quick, decisive action when an opportunity presents itself.

- Demonstrates a strong sense of urgency about solving problems and getting work done.
- Focuses on achieving the goal even in the face of obstacles.
- Assumes responsibility for starting and finishing work with minimal supervision.
- Strives for new levels of performance.

Managing and measuring work

Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results; designs feedback loops into work.

- Identifies people and resources necessary to accomplish tasks.
- Develops success indicators and monitors and reports status based on those indicators.
- Develops effective communication skills and tools to interact with team.

Managing vision and purpose

Communicates a compelling and inspired vision or sense of core purpose; makes the vision sharable by everyone; can inspire and motivate entire units or organizations

- Develops a clear sense of purpose and mission that captures the imagination of others.
- Shares vision in a way that influences others as demonstrated by their words and actions.
- Anticipates and identifies long-term, future organizational needs and opportunities.

DISTRICT-WIDE CORE COMPETENCIES:

Collaboration

Develops cooperation and teamwork while participating in a group, working toward solutions which generally benefit all involved parties.

- Is seen as a team player who encourages efficient and effective collaborations.
- Works skillfully in difficult situations with both internal and external groups.
- Represents his/her own interests while being open-minded to other groups.
- Builds respectful and productive relationships internally and externally.

Getting Results (Action Oriented)

Performs work with energy and drive; values planning, but will take quick, decisive action when an opportunity presents itself.

- Demonstrates a strong sense of urgency about solving problems and getting work done.
- Focuses on achieving the goal even in the face of obstacles.
- Assumes responsibility for starting and finishing work with minimal supervision.
- Strives for new levels of performance.

Decision Quality & Problem Solving

Uses analysis, wisdom, experience and logical methods to make good decisions and solve difficult problems with effective solutions; appropriately incorporates multiple inputs to establish shared ownership and effective action.

- Weighs the consequences of options before making a decision.
- Applies appropriate criteria to situations for the purpose of making decisions.
- Displays self-confidence in own judgment.
- Focuses in the facts and solutions instead of opinions and problems.

Integrity

Is widely trusted; is seen as a direct, truthful individual; presents truthful information in an appropriate and helpful

manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

- Deals with people and situations in an honest and forthright manner.
- Represents information and data accurately and completely.
- Represents the confidentiality of information and concerns shared by others.
- Takes ownership if a mistake is their own and does not blame others.

Accountability

Holds self and others accountable for measurable high-quality, timely and cost-effective results; determines objectives, sets priorities and delegates work; accepts responsibility for mistakes; complies with established control systems and rules.

- Takes responsibility and action as if the risks (financial or otherwise) are his or her own.
- Holds individuals and team accountable for their actions and results.
- Initiates action even if outcome is uncertain and is willing to accept the consequences of failure.
- Aligns own activities and priorities to meet broader organizational needs.
- Demonstrates courage and confidence in his or her own ability.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

Required

- Possesses excellent interpersonal skills.
- Maintains strong customer focus at all times.
- Possesses effective written and oral presentation skills.
- Has ability to communicate in a clear and concise manner orally and in writing.
- Knowledge of engineering design and construction; construction contract management; and regulations, laws, ordinances, codes, best practices and standards applicable to public building construction projects.
- Ability to develop construction contract documents; analyze and interpret architectural and engineering specifications; coordinate project activities; and develop cost estimates.
- Ability to work effectively in a diverse work environment.

Desired

- Knowledgeable of school construction projects

Typical Qualifications

EDUCATION/EXPERIENCE:

A typical way to obtain the knowledge and abilities would be:

Eight to ten (8-10) years of experience in Project management techniques, business administration, construction site and safety codes and standards, cultural knowledge of school system, schedules and cost control, plus two years of demonstrated supervisory/management responsibility. An additional six (6) years of construction management work experience which has included management of multiple- projects for large public institutions, i.e., schools, hospitals, prisons is preferred; Master's degree in construction management or related field may be allowed to substitute for two (2) years of the required work experience; Bachelor's degree in Architecture, Engineering, Construction Management or Project Management or a closely related field; or an equivalent combination of education and experience. Master's degree preferred.

Any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities to perform the work will be considered.

DESIRED CERTIFICATIONS & LICENSES:

Architectural/Engineering State License

CLEARANCES:

Criminal Justice fingerprint and background check

Employer

Seattle Public Schools

Address

2445 3rd Ave South

Seattle, Washington, 98124-1165

Phone

206-252-0215

Website

<http://www.seattleschools.org/careers>