

## Job Title: PROJECT MANAGER III (SUPV)



### POSITION GOAL

To ensure satisfactory management, administration, and quality control during all phases of all building projects in conformance with the contract documents and applicable laws, codes, and standards. To manage the planning, design, and construction process of facilities in such a manner as to provide a superior educational environment within required schedules and budgets. To serve as a liaison between the contractors, consultants, Facilities and Construction Management division, schools, and centers.

### ESSENTIAL PERFORMANCE RESPONSIBILITIES

The Project Manager III shall carry out the performance responsibilities listed below.

- Enforce the execution of the contract terms and conditions by monitoring and documenting contractor performance.
- Enforce the execution of the contract terms and conditions by monitoring and documenting consultant and contractor performance.
- Serve as a liaison with the consultant and contractor.
- Review and document all deliverables; ensure that contractual services have been rendered in accordance with the contract terms before the processing of invoices for payments.
- Provide technical expertise and assistance to Area Office staff with facilities management planning and problem solving.
- Plan, assign, coordinate and review the work of a group of Project Managers (PMs).
- Coordinate the planning for new facilities, additions and alterations with Project Managers, Consultants, and District staff.
- Assist PMs in the evaluation of new and existing facilities.
- Assist PMs in developing scopes, budgets, and schedules of projects, within area assigned.
- Review with PMs, as needed, Consultant's plans and specifications at progressive stages of their development; attend Design Review Committee meetings, as needed.
- Monitor design schedules, budgets and adherence to educational specifications, design criteria, design and material standards, and all applicable codes.
- Monitor and assist PMs in the development of construction sequencing and packaging to coordinate with capital funding availability and organize work to achieve project objectives.
- Assist PMs in conducting the pre-construction conference; attend construction meetings periodically and evaluate project progress.
- Coordinate planned construction activities at each school with PMs and school staff.
- Attend substantial completion inspection and monitor punch list inspection and contractor completion.
- Participate in post occupancy evaluation and in preparation of final report, including project history and current status.
- Communicate the goals and achievements in the Facilities and Construction Management Division.
- Assist PMs in preparation of agenda items for School Board approval, within area assigned.
- Conform to policies, procedures, reporting format and systems developed by division.
- Provide necessary information for any pending litigation; appear as witness in court with reference to projects personally coordinated.
- Assist Senior Project Managers in evaluating effectiveness of staff, in making recommendations to the Executive Director, Facilities Design & Construction.
- Attend meetings both day and evenings.

To review the complete job description for this position access the following website:  
<https://www.browardschools.com/Page/36072> and search by Job Code. The Job Code for this position is: S-017

## **MINIMUM QUALIFICATIONS & EXPERIENCE**

- An earned bachelor's degree in architecture, engineering, construction management, or related field from an accredited institution. A minimum of six (8) years of experience and/or training, within the last ten (13) years, in the field related to the title of the position.
- Prior work experience involving commercial or public construction projects, including a minimum of five (5) years of project management experience, with a basic understanding of the various trades.
- Computer skills as required for the position.

## **PREFERRED QUALIFICATIONS & EXPERIENCE**

- Current registration as an architect, State of Florida General Contractor's License, or professional engineer in the State of Florida.
- Bilingual skills.

## **SIGNIFICANT CONTACTS-frequency, contact, purpose**

Regularly communicates with contractors, consultants, department staff, schools, and centers to assure satisfactory management, administration, and quality control during all phases of all building projects in conformance with the contract documents and applicable laws, codes, and standards.

## **PHYSICAL REQUIREMENTS**

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

## **TERMS OF EMPLOYMENT**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

## **LINK TO JOB DESCRIPTION**

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Advertisement Window: 05/05/2026 - 06/30/2026

Work Calendar: 244 Day Cal

Classification: Exempt

### **Compensation:**

Broward Teachers Union - Technical Support Professional (BTU-TSP)

PAY GRADE 27 - \$86,801.00 - \$124,287.00