



Position Title: **Construction Project Manager**

Department: Maintenance/Facilities

Reports To: Maintenance and Facilities Manager

SUMMARY: Provides management of facilities construction and remodeling projects, including compliance with building codes and land use development regulations, obtaining building permits and leading the project team. Oversees the performance of architects, engineers and construction contractors, performing site visits during construction or remodel, developing and controlling project budgets and coordinating efforts between contractors and District staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Coordinates the efforts of developed plan with architects, engineers and district staff to make certain that planned projects are designed to meet the intentions of the project plan
2. Assures construction and remodel projects are carried out according to plans and specifications. Assists with the maintenance of construction contracts, required submittals, request for information, change orders and pay applications
3. Coordinates with Maintenance and Facilities Manager in inspecting contractor work in progress on construction/remodel projects. Makes collaborated decisions affecting contract scope, schedule and budget
4. Monitors contractor compliance with safety regulations, prevailing wage requirements, environmental regulations and other local, state and federal regulations
5. Assists with planning for future facility needs
6. Assists with bid preparation, selection and verification of compliance with public contracting laws

SUPERVISORY RESPONSIBILITIES: Architects/Contractors/Engineers

QUALIFICATION REQUIREMENTS:

1. Comprehensive knowledge of architectural, engineering and construction contracts, and project management of the design and construction phases of facility projects
2. Advanced experience in project management
3. At least ten years of working experience in the design and management of commercial or institutional construction
4. Valid driver's licence
5. Knowledge of a variety of building design approaches, building systems and construction techniques

6. Knowledge of Oregon building code, fire and life safety regulations, local permitting and inspection requirements
7. Knowledge of local planning requirements and land development ordinances
8. Ability to read and understand construction drawings, building plans and specifications
9. Ability to analyze and successfully negotiate change orders, pay requests, cost proposals, time extension requests, etc. to ensure accuracy and compliance with contract requirements in order to limit exposure to risk and /or liability and maintain project budget and schedule
10. Knowledge of loss control and accident prevention procedures
11. Considerable knowledge of construction budget, budget control and estimating /cost accounting

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine reports, and business correspondence. Ability to speak effectively before groups of customers or employees of organization. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to speak effectively with other employees and/or students. Ability to present information in one-on-one and small group situations to customers, clients, other employees, and/or students. Ability to speak and present effectively before vendors, administration staff. Ability to effectively present information and respond to questions from groups of administrators, managers, employees, clients, customers, and/or the general public. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information for administrators and Board of Education.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to add and subtract two digit numbers and to divide with 10's and 100's. Ability to apply basic arithmetic calculations using units of American money, weight measurements, volume and distance. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent. Ability to calculate figures and amounts such as discounts, interests, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY: Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS and ABILITIES: Possession of valid driver's license with good driving record. Considerable knowledge of effective practices and procedures related to construction development and management. Ability to multi task with frequent interruptions.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, talk and/ or hear. The employee frequently is required to walk, stand and reach with hands and arms. Specific vision abilities required by this job include close vision and depth perception. Regularly the employee will lift up to 50 lbs.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in temperatures above 90° and below 32° and occasionally will walk on slippery surfaces. The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date