

## Job Description

**Title: Project Manager**

**Reports To:** General Manager for Support Services

**General Summary:** Supports the District's educational program and services by designing, managing and coordinating various District construction and renovation projects as assigned. Ensures compliance with District policy and all applicable construction quality and safety standards. Serves as Owner's Representative in dealings with construction design professionals, contractors and suppliers. Coordinates projects with various District staff to avoid schedule conflicts and ensure safe and efficient school operations. Assumes primary responsibility for archival construction documents, facility statistics and related record keeping.

### Essential Functions:

1. Plan, draft or sketch, bid, award, contract administration and project management programs, assisting the General Manager for Support Services and building administrators in planning, designing, cost estimating, and construction of projects. Maintain current status of costs, schedules, and progress. Report status of project progress or completion as requested and maintain as-built project documents and all related records. (25%)
3. Work closely with Support Services maintenance managers and department heads to plan, manage and coordinate projects that utilize or interface with District personnel. Serve as a resource of information to offer professional knowledge and expertise to Support Services maintenance staff upon request.

## **Qualifications:**

1. Educational Level: Bachelor's Degree in Architecture, Landscape Architecture, Civil Engineering or Construction Management from an approved institution or equivalent combination of formal education and verifiable work experience.
2. Certification or Licensure: n/a.
3. Experience desired: Ten years of successful experience in construction design, specifications and contract administration with emphasis in the areas of project management, verification and coordination. Additional experience as either an Owner's Representative or Project Manager is valued.
4. Other requirements:
  - Possesses strong organizational skills and works efficiently.
  - Ability to supervise and direct the work performed by others.
  - Sense of urgency, self-directed and able to motivate others.
  - Possesses good judgment and the ability to prioritize among many demands.
  - Ability to work well with people while under stressful, demanding situations.
  - Possesses oral and written communication skills.
  - Presents and promotes a service oriented attitude.
  - Thorough knowledge of current Microsoft Office products.