

<b>Job Title:</b> Project Manager	<b>Wage/Hour Status:</b> Exempt
<b>Reports to:</b> Director	<b>Pay Grade:</b> 104
<b>Dept./School:</b> Maintenance, Buildings & Grounds	<b>Date Revised:</b> October 28, 2024

**Primary Purpose**

Provide quality staff support, coordination, and guidance on construction and maintenance projects concerned with various engineering/architectural disciplines.

**Qualifications****Education/Certification**

Bachelor's Degree in Engineering or Architecture

**Special Knowledge/Skills**

- Thorough knowledge of building codes
- Knowledge of preparing construction contracts, bid forms, and other legal documents involving school or commercial construction
- Thorough knowledge of building materials and construction techniques
- Ability to design and prepare plans and specifications for new facilities or renovation and remodeling of existing facilities
- Thorough knowledge of construction cost estimating
- Knowledge of contract administration related to facility design and construction
- Knowledgeable in design software such as Auto CAD, Adobe Suite products, and Sketch-up

**Experience**

Three (3) years related experience

**Major Responsibilities and Duties**

1. Ensure Maintenance, Building & Grounds is supportive of instructional goals and objectives of the district and attainment of campus performance objectives.
2. Contribute to positive staff morale in Maintenance, Building & Grounds.
3. Ensure the mission of Maintenance, Building & Grounds supports the mission of the district.
4. Define job performance expectations for subordinate staff, evaluate job performance, conduct conferences, and develop training options and improvement plans to ensure the best operation of the department.
5. Serve as project manager on construction projects, as assigned by the supervisors.
6. Prepare drawings, specifications, and contract documents for small-scale projects, as assigned.
7. Compile data and assemble statistics required of interoffice and school departments.
8. Inspect school sites and buildings to determine existing conditions related to work order requests.
9. Prepare cost estimates for projects.
10. Coordinate construction projects with Facilities & Construction staff.
11. Review plans and specifications submitted by architects and engineers for compliance with District standards and educational specifications on specific projects.
12. Evaluate and recommend scope of work for new or remodeled plumbing, heating, ventilating, air conditioning systems, and other facility related improvements.
13. Provide technical assistance to the Maintenance Department regarding facility issues.
14. Assist in establishing standards for school construction.
15. Demonstrate support for the District's student management system and expected student behavior related to operational aspects of the District.
16. Articulate to the public the school District's mission, goals, and ways in which Maintenance, Building, & Grounds supports these directions.
17. Monitor construction activities by referring to construction schedules to ensure efficiency.
18. Maintain technical information and files for reference purposes.
19. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Frequent District-wide travel; occasionally prolonged and irregular hours. Work indoors and outdoors to conduct on-site inspections of all facilities and construction projects. Work around machinery with moving parts; work on ladders and scaffolding.

**Terms of Employment**

226 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.