

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

**Primary Purpose**

Provide quality staff support, coordination, and guidance on construction and maintenance projects concerned with the civil engineering discipline.

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

Bachelor of Science in Engineering

**Special Knowledge/Skills**

- Knowledge of project planning and construction principles
- Knowledge of civil engineering design and installation
- Knowledge of health and safety regulations
- Knowledge of building codes, zoning ordinances, and the inspection certification process
- Ability to read blueprints and schematics
- Ability to conduct on-site inspections of all district facilities
- Strong organizational, communication, and interpersonal skills

**Experience**

Two (2) years' experience in construction project management, architectural

Five (5) years' experience in engineering

**Major Responsibilities and Duties**

1. Coordinate plans for construction work to ensure that there will be no conflicts between existing and proposed underground or overhead utilities.
2. Inspect school sites and buildings to determine existing conditions for remodeling and renovating projects.
3. Compile design data and assemble statistics required for engineering and construction projects.
4. Prepare drawings, specifications, and other construction contract documents on a variety of projects including renovations and additions to existing facilities, paving, and drainage operations, roofing work, irrigation systems, etc.
5. Review plans for proposed paving, sitework, irrigation, and drainage systems, roofing installments, and structures prepared and designed by private consultants.
6. Initiate correspondence for work involving right-of-way easement, street, and alley closures, and attends City Planning Commission hearings as required.
7. Prepare and maintain various school boundary maps and update meters and bounds as changes occur; maintains records, deeds, abstracts, title guarantees, legal descriptions, and easements as transactions require.
8. Review project agreements to verify that all contractual responsibilities have been fulfilled.
9. Maintain records and process monthly invoicing for maintenance contracts, lease agreements, general agreements, and demand service agreements.
10. Participate in professional development activities.
11. Maintain safety standards in conformance with federal, state, and insurance regulations.
12. Respond to after hour emergencies as needed.
13. Performs other duties as assigned by supervisor.

**Policy, Reports, Law**

14. Complete periodic reports of construction project progress and make presentations to the board.
15. Coordinate the storage and handling of construction documents.
16. Compile, maintain, and file all reports, records, and other documents required.

**Budget and Inventory**

- 17. Estimate cost of construction and repair projects, including labor, materials, and other related costs.
- 18. Assist with the preparation of bidding documents, including notice and instructions to bidders, drawings, and specifications.
- 19. Assist with the evaluation of formal bids and make recommendations for the awarding of contracts for school board approval.

**Supervisory Responsibility**

None

**Physical and Mental Job Requirements**

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

Frequent districtwide travel; occasionally prolonged and irregular hours. Work indoors and outdoors to conduct on-site inspection 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.

