

<b>Job Title:</b> Assistant Project Manager	<b>Wage/Hour Status:</b> Exempt
<b>Reports to:</b> Director Facilities and Construction	<b>Pay Grade:</b> 103
<b>Dept. /School:</b> Facilities and Construction	<b>Date Revised:</b> September 25, 2024

**Primary Purpose**

Maintain and provide safe, functional, and comfortable facilities to promote and contribute to the educational process.

**Qualifications**

**Education/Certification**

Bachelor’s Degree in Engineering, Architecture, Management or equivalent experience

**Special Knowledge/Skills**

- Proficient in AutoCAD
- Knowledge, of applicable building codes and standards for construction
- Ability to read blue prints and schematics

**Experience**

Ten (10) years’ experience in Construction Management

**Major Responsibilities and Duties**

1. Provide day to day coordination with Project Managers
2. Take photos and document construction site activities and Quality Assurance inspections daily
3. Monitor project budgets and schedules for contract compliance
4. Attend project manager’s design and construction progress meetings
5. Assist Project Manager in processing shop drawings, RFIs, Contractor's Pay Requests, Work Directives and Change Orders or any other needed documents
6. Perform coordination with school administration and operations staff
7. Prepare documents using Microsoft Word, Excel, project and power point

**Supervisory Responsibilities**

None

**Physical and Mental Job Requirements**

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

Frequent prolonged and irregular hours. Frequent District- wide travel; work indoors and outdoors to conduct on-site inspections of all construction projects.

**Terms of Employment**

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

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 for employees may be referred to the District compliance officer, at 230-2031; Application of Titles VI, VII, IX, and 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 para empleados pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre la aplicación del título VI, VII, IX y la Sección 504 tocante a estudiantes pueden ser referidas al, 230-2856.