

Job Title:	Project Manager, Electrical	Wage/Hour Status:	Daily, Exempt
Reports to:	Director Planning, Engineering & Construction	Pay Grade:	104
Dept. /School:	Facilities, Maintenance & Construction	Date Revised:	January 7, 2021

Primary Purpose

Provide quality staff support, coordination, and guidance construction in connection with construction and maintenance projects concerned with the architectural discipline (specifically Electrical, Controls and Communication Systems)

Qualifications**Education/Certification**

Bachelor of Science in Electrical Engineering

Special Knowledge/Skills

- Knowledge of project planning and construction principles
- Knowledge of electrical design and installation
- Working knowledge of electrical, controls, and communication systems.
- 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 with electrical, controls, and communication systems associated with the building construction industry.

Major Responsibilities and Duties

1. Coordinate construction projects with architects and engineers.
2. Assist in establishing standards for school construction.
3. Evaluate and recommend requests for new or remodeled electrical, controls and communication systems.
4. Review plans and specifications submitted by the architects and engineers for compliance with EPISD standards and the educational specifications on the specific project.
5. Provide technical assistance to the Maintenance Department regarding electrical, controls and communication systems.
6. Prepare drawing, specifications, and contract documents as required.
7. Inspect school sites and buildings to determine existing conditions for remodeling and renovation projects.
8. Compile design data and assemble statistics required for engineering and construction projects.
9. Monitor construction activities by referring to the construction schedule to ensure efficiency.
10. Review project agreements to verify that all contractual responsibilities have been fulfilled.
11. Maintain records and processes monthly invoicing for maintenance contracts, lease agreements, general agreements, and demand service agreements.
12. Participate in professional development activities.
13. Maintain safety standards in conformance with federal, state, and insurance regulations.
14. Respond to after hour emergencies as needed.
15. Perform other duties as assigned by supervisor.

Policy, Reports, Law

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

Budget and Inventory

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

Supervisory Responsibility

None

Working Conditions

Mental Demands/Physical Demands/Environmental Factors

Frequent district wide travel; occasional prolonged and irregular hours. Work indoor and outdoor 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

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, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.