

# JOB DESCRIPTION

**Job Title** Project Manager HRM Officer  
**Reports to** Director Facilities & Construction  
**Dept/School** Facilities & Construction

**Job Title Code** 186100  
**Wage/Hour Status** Exempt  
**Pay Grade** 104  
**Date Revised** May 8, 2025

## Primary Purpose

Provide quality staff support, coordination, and guidance in support of construction and maintenance projects.

## Education/Certification

- Bachelor of Science OR ten (10) years' experience in project management with one (1) year experience in Integrated Pest and Asbestos Management

## Special Knowledge/Skills

- Knowledge of project planning and construction principles
- Knowledge of mechanical and electrical 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
- A knowledge of preparing construction contracts, bid forms, and other legal documents involving school or commercial construction
- Knowledge of contract administration relates to maintenance, service contracts and job order contracts

## Experience

- Four (4) years' experience in construction project management, architecture, or 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. Compile design data and assemble statistics required for engineering and construction support projects.
3. Prepare drawings, specifications, and other construction contract documents on a variety of projects for small-scale projects, assigned.
4. Prepare and maintain various school boundary maps and update meters and bounds as changes occur; maintain records, deeds, abstracts, title guarantees, legal descriptions, and easement as transactions require.
5. Administer and review project agreements to verify that all contractual responsibilities have been fulfilled.
6. Maintain records and process monthly invoicing for maintenance contracts, lease agreements, general agreements, and demand service agreements.
7. Coordinate Hazard Communication Program scheduling and training.
8. Serve as the Asbestos Program Manager to maintain compliance with state and local regulations concerning construction.
9. Manage the Lead-in Water Program by identifying and regulating levels in drinking water according to federal standards.
10. Ensure U.S.T. /A.S.T. compliance by coordinating and implementing a U.S.T. /A.S.T. management plan.

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11. Survey, identify, and manage radon gas levels in the district.
12. Ensure the optimal quality of air and water within the district.
13. Supervise the disposal of hazardous waste generated by the district's auto shops, print shops, media production, vocational trades, and science labs.
14. Participate in professional development activities.
15. Respond to after hour emergencies as needed.
16. Coordinate construction projects with the Facilities & Construction staff.
17. Review plans and specifications submitted by the architects and engineers for compliance with EPISD standards and the educational specifications on the specific project.
18. Manage the bidding aspects of construction by reviewing contracts and related bidding documents.
19. Verify contractors' payment applications, conduct final project walk-throughs, and administrator's project closeout activities.
20. Review project agreements to verify that all contractual responsibilities have been fulfilled.
21. Maintain records and process monthly invoices for maintenance and service contracts and job order contracts.
22. Perform other duties as assigned by supervisor.

### Policy, Reports, Law

23. Implement and maintain safety standards in conformance with federal, state, and insurance regulations.
24. Compile, maintain, and file all reports, records, and other documents required.

### Budget and Inventory

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

### 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 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: \_\_\_\_\_



EL PASO  
INDEPENDENT  
SCHOOL DISTRICT

## JOB DESCRIPTION

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

My supervisor has reviewed this job description with me and has provided me with 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.