

Job Title: Project Manager Construction

Wage/Hour Status: Exempt

Reports to: Director Facilities & Construction

Pay Grade: 104

Dept/School: Facilities & Construction

Date Revised: October 14, 2024

Primary Purpose

Provide quality staff support, coordination, and guidance construction in connection with construction and maintenance projects concerned with the architectural discipline.

Qualifications**Education/Certification**

Bachelor of Science in Engineering, Management or Business Administration or related field

Special Knowledge/Skills

- Knowledge of project planning and construction principles
- Knowledge of facilities management
- Knowledge of building health and safety regulations
- Knowledge of building codes, zoning ordinances, and the inspection certification process
- Ability to read blueprints and schematics
- Extensive knowledge of contract or project management administration.
- Ability to conduct on-site inspections of all District facilities
- Strong organizational, communication and interpersonal skills

Experience

Three (3) years experience in Project Management and/or related capital projects experience associated in 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 plumbing, heating, ventilating, and air conditioning 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 plumbing, heating, ventilating, and air conditioning 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 assembles 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 process 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.

Policy, Reports, Law

15. Complete periodic reports of construction project progress and makes presentations to the board.
16. Coordinate the storage and handling of construction documents.
17. Compile, maintain, and file all reports, records, and other documents required.
18. Continuously administer and monitor contract(s) to ensure all terms and conditions are adhered to.

Budget and Inventory

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 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 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

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 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 230-2856.