

<b>Job Title:</b>	Project Manager, Architectural	<b>Wage/Hour Status:</b>	Daily, 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>	January 7, 2021

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### **Primary Purpose**

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

### **Qualifications**

#### **Education/Certification**

Bachelor of Science in Architecture

#### **Special Knowledge/Skills**

- Knowledge of project planning and construction principles
- Knowledge of architectural 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, architecture

Five (5) years' experience in engineering

### **Major Responsibilities and Duties**

1. Coordinate construction projects with architects and engineers.
2. Assist in establishing standards for school construction.
3. Serve as a liaison with commissioned consultants on construction projects as assigned.
4. Inspect school sites and buildings to determine existing conditions for remodeling and renovation projects.
5. Compile design data and assemble statistics required for engineering and construction projects.
6. Prepare drawings, specifications, and contract documents as required.
7. Review plans and specifications submitted by the architects and engineers for compliance with EPISD standards and educational specifications.
8. Monitor construction activities by referring to the construction schedule to ensure efficiency.
9. Troubleshoot problems at various building facilities and develop and implement solutions.
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 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**

Maintain emotional control under stress. Moderate walking, standing and climbing at work sites, subject to hazardous working conditions. Work both indoor and outdoor in varying climate conditions.

**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: \_\_\_\_\_

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