

Job Title: ESSER Funding, Project Manager
Construction

Wage/Hour Status: Exempt

Reports to: Director Facilities & Construction

Pay Grade: 104

Dept/School: Facilities & Construction

Date Revised: October 6, 2021

Primary Purpose

ESSER funded to provide quality staff support, coordination, and guidance construction in connection with construction and maintenance projects concerned with the architectural discipline.

Qualifications

Education/Certification

Bachelor's Degree in Engineering, Management, 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.
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.
19. Continuously administer and monitor contract(s) to ensure 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

Maintain emotional control under stress. 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

Note: This is a grant funded position and employment is contingent upon the availability of ESSER funds

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: _____

I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with ESSER funds and my job duties/responsibilities must comply with the respective Program requirements.

Employee Signature: _____ Date: _____

I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with respective Program requirements.

Supervisor Signature: _____ 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 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 al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball 230-2856.