



CONSTRUCTION MANAGER

Classification: Professional-Technical Level 6

Location: District Office

Reports to: Director Facilities & Planning

FLSA Status: Exempt (Administrative)

Employee Group: Professional-Technical

This job description does not constitute an employment agreement between the district and the employee and is subject to change as the district's needs and job requirements change.

Part I: Position Summary

Responsible for the successful execution of major construction projects with limited supervision for both new or extensive modernizations of schools and education support facilities.

Responsibilities include planning, management, and supervision of district construction projects from conception through project completion. Includes a primary responsibility for assuring that projects are responsive to all stakeholders and most importantly, to the district's educational needs and purposes. Responsible for assuring effective project management of construction to meet timelines and budgets, achieve economy and efficiency, and provide for safe construction operations.

Part II: Supervision and Controls over the Work

Serves under the supervision of the director of facilities & planning and the lead of the Senior Construction Manager. Responsible for results in terms of effectiveness of planning and supervision for achievement of project goals and objectives. Work is guided by, and must be in compliance with, federal and state law, city and county codes, regulations and procedures, policy direction of the school board, expectations, and direction of the supervisor.

Part III: Major Duties and Responsibilities

1. **Planning and Programming:** Stays abreast of the development, operations, and innovations in the field of school design, construction, and capital project management and changing national, regional, and local trends that may impact project effectiveness. Coordinates input from stakeholders and design standards to inform the design. Participates in discussions on demands and expectations for capital projects being supervised and the impact those demands and expectations will have on project management. Maintains a program of monitoring and inspection that will assure early awareness of problems, issues, and challenges that may impact project accomplishment. Applies project management software to assist in project planning and management.
2. **Contracting and Financial Management:** Participates in the development of bid specifications, review of construction bids, assessment of bidder capabilities, and recommendation of bid awards. Prepares and manages contracts and project documentation, including School Construction Assistance Program documentation. Monitors the approved budget as the project progresses. Takes the initiative to recognize cost issues in a timely manner and to develop recommendations and strategies to ensure effective management of capital investment. Assists with administering the approved budget and reviews and approves contractor payments in compliance with budget decisions, program objectives and priorities, and district financial management and fund control processes and procedures. Applies financial software systems to approve, track, and achieve and sustain effective project management.

3. **Representation and Negotiations:** Assists with negotiating and administering contracts with engineers, architects, contractors, vendors, and consultants. Participates in project planning, progress reviews, and implementation in collaboration with contractors and sub-contractors. Continually monitors the progress to identify when changes are needed. Takes action to meet and negotiate with contractors and stakeholders on changes and modifications to maintain progress, design, and financial objectives.
4. **Administration:** Responsible for managing, directly or indirectly, individuals, committees, groups, and contracted personnel in the successful execution of the project. Recognizes and engages project stakeholders to gather input, manage expectations, provide progress updates, and obtain feedback.
5. **Safety:** Responsible, in collaboration with other district staff and contractor staff, for operational safety and security of project sites. Establishes procedures and controls to assure the safety of staff and students in occupied renovation sites. Serves as a first responder to emergency and after-hour situations involving the project(s).
6. Responsible for drafting documentation for reporting to the school board, the communications department, and others.
7. Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities or have otherwise demonstrated a commitment to strengthening the engagement of a diverse community and skill in communicating with a diverse population.
2. Bachelor's degree or equivalent of college study in construction management, architecture, engineering, business, or directly related field that provided the knowledge and skills to conduct project management for educational and office building construction.
3. Minimum of five years of capital construction project management experience, including a working knowledge of building technology, construction practices, FFE (furniture, fixtures, and equipment), plan reading, and Master Format specifications.
4. Knowledge and skill in the use of technology systems to support project and financial management.
5. Knowledge of applicable building codes, land use, local and state permitting, and public works requirements.
6. Strong analytical, program management, and supervisory skills.
7. Strong oral, written, and interpersonal communication skills.
8. Ability to work both independently and collaboratively.



CONSTRUCTION MANAGER

9. Ability to organize work, set and adjust priorities, and meet deadlines while managing multiple projects.
10. Ability to establish effective working relationships at all levels of the organization.
11. Demonstrated leadership and supervisory ability.
12. Innate desire for continuing education in the ever-changing construction and educational industries.
13. Ability to safely operate district equipment and vehicles.

Part V: Desired Qualifications

1. Bachelor's degree or higher degree in construction management, architecture, engineering, business, management, or related fields.
2. Successful construction management experience in a public educational environment.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this job, the employee is frequently required to hear, speak, sit, bend, move about, lift, and carry. Employees may be required to perform extensive work at a computer display terminal. Employees must have vision capability to work with intricate drawings such as engineering blueprints and schematics.

The employee must occasionally lift and/or move up to 50 pounds, crouch, crawl, bend, kneel, climb ladders and scaffolding, wear protective gear, be exposed to elevated noise levels, and work outdoors in inclement weather. The employee may sit or stand for longer than 4 hours at a time.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may be required to work extensive hours at a computer terminal. The employee frequently works in temperature—and humidity-controlled environments.

Employees must frequently work outdoors using appropriate safety equipment at construction sites in varying weather and environmental conditions.