



CONSTRUCTION PROJECT MANAGER

Position Summary

Under the direction of the Capital Improvement Program Manager, the Construction Project Manager is responsible for all aspects of managing capital improvement projects, including public procurement, soliciting quotes and bids from contractors and soliciting and negotiating contracts with consultants, as well as managing projects during the construction phase. Has authority and accountability for managing projects to be completed on time and within budget.

Supervisory Relationship

This position reports to the Capital Improvement Program Manager.

Essential Functions

Manage the design and construction of projects with budgets ranging from \$5,000 to multi-million dollars. Complete projects on schedule, within approved budget and scope.

Required Knowledge, Skills, and Abilities

Knowledge of:

1. Principles and practices required by Public Contracting Code, Model Public Contract Rules, procurement procedures and contract administration.
2. Public and/or educational facility design and construction.
3. Personal computer systems, including word processing, e-mail correspondence and spreadsheet applications.
4. Construction contract options and strategies.
5. Principles and practices of all types of facilities construction projects.

Skills in:

1. Complex problem solving.
2. Collaboration with staff, community, consultants, and contractors.
3. Effective written and verbal communication.
4. Use of MS Word, Excel, and Project.

Ability to:

1. Develop Requests for Proposals for selection of project consultants. Manage proposal review, selection process and contract development.
2. Develop project budgets which conform to approved allocations and/or bonding requirements.
3. Develop project work plans and schedules which address project goals within budget constraints.
4. Collaborate with multi-disciplinary teams including stakeholders, architects, consultants, contractors, utilities, property owners, and state and local agencies.

5. Review design documents to ensure conformance with design directions from Owner.
6. Develop master schedule and updates to manage project planning, design, construction, commissioning and move-in activities.
7. Review and recommend payments for project consultants and contractors.
8. Provide oversight of quality assurance and quality control.
9. Review design and construction issues and develop proposed resolutions which minimize impact.
10. Performs other duties as assigned.

Minimum Qualifications:

- Possess, at a minimum, a bachelor’s degree in architecture, civil engineering, mechanical engineering or construction management.
- Considerable construction project management experience with at least ten years in construction and five years in construction project management work.
- A combination of education and experience will be considered.

ADDITIONAL INFORMATION	
Employee Unit	4JA - Professional
Pay Grade	Grade 7-9, 12 Month Work Schedule
Updated by	Carole Knapel, Capital Improvement Project Manager
Approved by	Cydney Vandercar, Asst. Superintendent for Administrative Services
Last revised	July 12, 2018