

**Job Description**  
Revised/Updated: May 2018

Job Title:	<b>Construction Manager</b>	Job Code:	<b>5080</b>
Job Family:	<b>Non-Certified</b>	FLSA Status:	<b>Ex - E</b>
Pay Program:	<b>Administrative</b>	Pay Range:	<b>L 13</b>
Typical Work Year:	<b>12 months</b>		

**SUMMARY:** Responsible for construction and renovation of district facilities. Manage project budgets, scope, and schedule for bond and capital construction projects. Works closely with Manager of Facilities Design to plan, organize, coordinate and reconcile the bond program’s operations and contracts, budget development and analytical duties in assigned areas; Act as department liaison regarding bond and project reporting to various departments; Assure timely preparation and distribution of bond program and project records and reports.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Manages district project managers to ensure all bond and capital construction project scopes, schedules, costs, and projections related to the bond are updated and communicated to district stakeholders in a timely manner. Responsible for bond and project schedule updates; Coordinate with the bond accountant and district’s Finance Department to ensure the data between the construction management systems, scheduling and the financial accounting systems are consistent and accurate. Develop and maintain communications tools for multiple constituencies.	D	25%
2. Develop reports using district data to present at various meetings and alert district leaders of scope, schedule, and budget issues. Communicate with district stakeholders, the public and governmental agencies regarding program project matters; Complete financial research in response to internal and external inquiries; advise senior management of needed budget revisions.	W	10%
3. Serve as the district’s principal construction manager; provide expertise, guidance, assistance and necessary documentation to staff, senior management, and other district personnel on bond project updates, needs and issuances tracking. Research, investigate and regularly prepares updated reports on achievements of the Bond Program. Assist in monitoring and controls expenditures in accordance with established budgets.	W	15%
4. Work closely with managers to develop and maintain detailed resource load schedules of projects using district information technology systems; integrate multiple schedules into a master project schedule; track, perform and calculate performance measurement baseline; Budget at Completion (BAC), Cost Performance Index (CPI), Schedule Performance Index (SPI), Estimate at Completion (EAC), and Estimate to Complete (ETC)	D	25%
5. Responsible for quality assurance and warranty claims for all capital construction projects to assure conformance to district policies/ guidelines/specifications, external codes/regulations and design/construction industry best practices.	D	24%
6. Perform other duties as assigned.	Ongoing	1%
<b>TOTAL</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree from an accredited college or university in construction management, engineering or related field required. Four (4) additional years of similar and relevant experience may be substituted for this requirement.
- Minimum of four (4) years of experience in project or construction management.
- Minimum of four (4) years of experience in the construction scheduling and cost management and assessment database management.
- Minimum of four (4) years of supervisory experience in project or construction management.
- Possess Integrated Master Schedule and Integrated Master Plan experience

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Ability to travel among school locations.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to manage the planning, development, design, and implementation of assigned program. Including tracking schedules, resources, issues, due dates, tasks and monitors project’s expenditures against the budget
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work collaboratively with others to maintain thorough knowledge of capabilities, and to ensure that all communications between departments and stakeholders are accurate and correct
- Must have intermediate/advanced skills in Microsoft Excel, Microsoft Project
- Preferred experience with Integrate Master Schedules (IMS), Project Portfolio Management (PPM), Enterprise Resource Planning (ERP)
- Preferred experience with large capital construction programs.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Chief Operating Officer	3075

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	Sr. Construction Project Manager	3	4098
	Construction Project Manager	4	4090
	Bond Quality Assurance and Warranty Manager	1	1224

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Make recommendations related to developing, administering, monitoring, coordinating and initiating requisitions for project budgets and integrating the budget into the overall bond program.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste	X			
Smell		X		

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare				X
Analyze				X
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills		X		
Compile			X	
Negotiate		X		

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	