



PROJECT MANAGER, CONSTRUCTION

GENERAL RESPONSIBILITIES

Under the direction of the Executive Director for the Office of Facilities Services, the position is responsible for administering and coordinating design and construction projects contained in the capital improvement program or the operating budget. Act as a liaison between contractors, design consultants and staff to ensure the completion of construction projects on time and under budget.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Coordinate changes in construction with local city and state officials.
- Administer contracts for work by various contractors for VBCPS.
- Review and recommend changes in construction document submittals from design consultants.
- Verify and ensure that contractors are performing work in accordance with contract documents.
- Verify and approve applications for payment from design consultants, contractors, and special inspection consultants.
- Analyze and negotiate change order proposals for scope, schedule, price, and recommendation for execution by VBCPS.
- Update capital project management systems project status reports.
- Compose owner/contractor agreements for execution by VBCPS.
- Solicit, verify, and approve proposals for work by various contractors for VBCPS.
- Perform public relations duties with respect to construction projects.
- Coordinate furniture & equipment purchases and deliveries with construction activities.
- Coordinate programmatic aspects between VBCPS staff and design consultants.
- Interact with staff at facilities where projects are ongoing to ensure minimum impact on programs and staff.
- Correspond with VBCPS staff, design consultants and contractors.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Must have a comprehensive knowledge of the principles, practices, and procedures of building construction; the general laws and administrative policies governing school budgeting and financial practices and procedures; and risk management techniques and methods. Must have the ability to develop and present ideas effectively, orally and in written form; establish and maintain effective working relationships with contractors, architects, engineers, school administrators, the School Board, staff, and the public.

EDUCATION AND EXPERIENCE

Required:

Must have a Bachelor of Science in Architecture, Engineering or Construction Management.
Minimum of 2 years of experience in the field.

Preferred:

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, fingering, repetitive motion, and reaching. Occasional walking, standing, bending, stooping, and driving. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, extreme vibrations, hazards such as moving vehicles, electric current, exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



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SPECIAL REQUIREMENTS

Possession of a valid driver's license.
Regular and reliable attendance is an essential function of this position.

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| FLSA Status: Exempt | Description: 6/00, 9/16, 12/18, 7/20, 3/22 |
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