

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PROJECT MANAGER – CONSTRUCTION

GENERAL STATEMENT OF JOB

Under limited supervision, performs project management in order to ensure project specifications and construction standards are met. Work may involve developing specifications and requests for bid proposals on construction projects. Employee must exercise considerable independent judgment and initiative in performing assigned duties. Employee must exercise tact and courtesy in contacts with contractors, various school officials, department heads, building and fire inspectors and various government agencies. Reports to the appropriate supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

Performs construction and renovation inspections to ensure compliance with standards and construction codes.

Performs plan review to ensure specifications will be met in the construction phase.

Develops and reviews new project specifications; drafts and reviews plans for new construction and renovation projects

Drafts plans, prepares specifications and develops technical information for plans and specifications

Provides expert guidance to the organization on construction and renovation projects in determining best options for cost benefit

Investigates project delays and determines current and future needs to ensure projects are completed as necessary

Performs follow-ups on procedures and sub-contractors; recommends approval of pay requests; inspects and approves projects

Monitors construction and renovation projects, and attends site meetings with architects, contractors and principals

Evaluates and recommends approval of construction change orders

Provides technical information and advice to school authorities concerning construction or renovation of school plant and equipment

Assists in coordinating the activities of architectural firms, engineering firms, geotechnical consultants, surveyors, material testing firms, general contractors, mechanical, electrical and plumbing contractors

PROJECT MANAGER-CONSTRUCTION

Mediates difficult or unusual construction disputes

Researches construction issues to determine their practicality and economic feasibility

Facilitates cooperation and understanding between school personnel and project contractors and architects

Enforces standards of construction or alteration to schools and related buildings

Inspects current project sites to monitor construction in progress and conducts final inspections, generates punch lists and recommends acceptance of the completed project

Ensure the appropriate documentation is created to support each project and the necessary auditing update entries are made to the documentations. Reviews appropriate documentation for accuracy and timeliness.

ADDITIONAL JOB FUNCTIONS

Assists the Director of Construction in preparing special projects to be publicly bid.

Attends meetings on behalf of supervisor

Performs other related work as required

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Construction, Architecture, Engineering, or related field and 3 years of experience in construction project management or related fields; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the State of North Carolina.

PROJECT MANAGER-CONSTRUCTION

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of office equipment including adding machines, computers, plotters, engineering calculators, printers, fax machines, motor vehicles, drafting and design instruments, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces. Physical demand requirements are for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes communicating with project personnel to coordinate project completion and presenting status reports to various boards.

Language Ability: Requires the ability to read correspondence, reports, forms, invoices, logs, diagrams, blueprints, schematics, specifications, etc. Requires the ability to prepare correspondence, reports, forms, requests for quotes, requisitions, specifications, drawings, etc., according to prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish fact and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the theories of algebra.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as drafting and design instruments and office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

PROJECT MANAGER-CONSTRUCTION

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of school system construction standards and general building codes.

Considerable knowledge of cost effective and efficient construction practices and renovation methods.

Considerable knowledge of building trades.

Considerable knowledge of the principals of supervision, organization and administration.

Ability to direct large construction operations and monitor project schedules.

Ability to develop construction specifications and plans for new construction and renovations.

Ability to inspect construction and renovations for compliance with standards and codes.

Ability to determine the need for renovations.

Ability to maintain complete and accurate records and to develop meaningful reports from those records.

Ability to communicate effectively both orally and in writing.

Ability to read and interpret blueprints and schematic drawings

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.