

## **CONSTRUCTION PROJECT MANAGER**

### **POSITION SUMMARY:**

The New Facilities Project Manager must be knowledgeable of the CM/GC and hard bid contracting method. The position entails the daily management of construction activities to include budget, schedule, construction permits, architectural and engineering activities to support the design and construction process. The candidate must demonstrate proficiency at document control and distribution for the projects. The candidate must be able to review change orders for accuracy and monitor complex schedules. Computer skills should include Microsoft Excel and SureTrack.

### **QUALIFICATIONS:**

- Bachelor's degree in facilities planning, architecture, engineering, construction management or a related field, and/or three years experience in construction management.
- Oregon driver's license.
- Ability to understand and interpret commercial construction and safety codes and requirements for schools.
- Ability to understand and work with the bid process for public and governmental agencies in Oregon.
- Ability to read blueprints and interpret architectural drawings and renderings.
- Strong organizational skills.
- Excellent oral and written communication skills.
- Experience with CM/GC and hard bid construction processes and service contracts.
- Experience with tracking and maintenance of program or project budgets.
- Basic computer application skills including Microsoft Excel and SureTrack.
- Demonstrated flexibility in dealing with changing conditions.
- Current First Aid/CPR card holder.

### **ESSENTIAL DUTIES:**

#### **Coordination, Planning and Scheduling of New Construction and Remodels:**

1. Manages project scheduling and planning with outside vendors, contractors and all involved personnel.
2. Reviews, critiques and approves design and material solutions for facility improvement.
3. Coordinates inspections and corresponding permits in a timely manner.
4. Ensures construction procedures and materials comply with project specifications and quality control.
5. Coordinates purchasing, leasing and rentals associated with the new construction.
6. Administers project specifications to assure compliance with standards and codes.
7. Prepares change orders and monitors completion.
8. Maintains a log of contract activity history and research.

#### **Budget Management:**

1. Assist in the preparation, development, and maintenance of project budgets, work orders and track contract status.
2. Reviews invoices for complete and accurate information and resolves discrepancies.
3. Researches and prepares the necessary documents to release a contractor's retained earnings and coordinates with CCSD Finance Officer.
4. Works with district staff to monitor the bid process for construction and equipment with CCSD Director of Facilities to prepare requests for advertising.

**Communication and Documentation:**

1. Handles project related correspondence and communications.
2. Provides the media with updated information on the project.
3. Documents and files records of events and materials for transactions for all levels of the project.
4. Provides the Senior Construction Project Manager with regular status reports of the project.
5. Provides complete sets of summarized history for projects with narratives, photos and spreadsheets upon project completion.
6. Performs related duties consistent with the job description and assignment.

**PHYSICAL ABILITIES:**

Requires sufficient ambulatory ability to inspect premises, including some ability to bend, stoop, and walk in confined areas. Sufficient visual acuity to read detailed drawings, recognizing words and numbers. Sufficient auditory ability to carry on conversations in person and over the phone. Must be able to stand for sustained periods of time. Must be able to lift/push 30 lbs. frequently and 50-60 lbs on occasion. Ability to walk and climb in a construction environment.

**EMPLOYMENT CONDITIONS:**

Office environment with a significant amount of time spent outdoors on the construction site.

**TERMS OF EMPLOYMENT:**

Temporary status – two to three year duration  
Contract is for 260 days / year

***Employee Statement:***

I understand and am willing and able to perform the duties of this job:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name