

**Job Title:** CONSTRUCTION MANAGER  
**Reports to:** Chief Technology Officer  
**Dept./School:** Student Performance Center  
**Wage/Hour Status:** Exempt  
**Date Revised:** August 14, 2017

### **Primary Purpose**

Coordinate and oversee all new construction and renovation projects in the district. Ensure compliance with all planning and zoning requirements.

## **QUALIFICATIONS**

### **Education/Certification**

Associate's Degree in Construction Management or related field of study with a Bachelor's degree, preferred  
Clear and valid Texas driver's license  
Proficient in using construction management, CADD & budget development software

### **Special Knowledge/Skills**

Knowledge of project planning and construction principles  
Knowledge of mechanical and electrical design and installation  
Knowledge of health and safety regulations  
Knowledge of building codes, zoning ordinances, and the inspection certification process  
Ability to read blueprints and schematics  
Ability to conduct on-site inspections of all district facilities  
Strong organizational, communication, and interpersonal skills

### **Experience**

Ten years construction project management, architectural, or engineering experience

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Facility Construction and Repair**

1. Serve as liaison to architects, engineers, and consultants to develop, review, and finalize project plans, drawings, schematics, and specifications. Coordinate and conduct project development and construction progress meetings.
2. Work with city, county, state, and federal officials to ensure conformity with codes and ordinances regulating district construction projects.
3. Develop and maintain construction and progress schedules.
4. Conduct on-site inspection of construction projects to ensure conformance with construction documents, programs, and needs.
5. Inspect existing facilities and make recommendations for improvements as needed and establish and recommend priorities for repair projects.
6. Expedite documentation and completion of punch-list items and coordinate transition of building operation from general contractor to district upon acceptance of a facility.
7. Track warranty expiration dates and make final warranty check prior to end of warranty periods. Oversee warranty correction work.
8. Participate in the prequalification or approval process for architects, engineers, and contractors.
9. Consult faculty, administrative staff, and community to determine program-driven design needs.

**Policy, Reports, and Law**

- 10. Complete periodic reports of construction project progress and make presentations to the board.
- 11. Compile, maintain, and file all reports, records, and other documents required including coordinating the storage and handling of construction documents.

**Budget and Inventory**

- 12. Estimate cost of construction and repair projects, including labor, materials, and other related costs and assist with the preparation of bidding documents, including notice and instructions to bidders, drawings, and specifications.
- 13. Assist with the evaluation of formal bids and provide input into recommendations for the awarding of contracts for school board approval.
- 14. Review and authorize requests for payment from contractor(s) and designer(s).
- 15. Ensure that programs are cost-effective and funds are managed wisely.

**Safety**

- 16. Maintain safety standards in conformance with federal, state, and insurance regulations,

**Other**

- 17. Perform other duties and responsibilities as assigned by supervisor.

**Supervisory Responsibilities**

None.

**EQUIPMENT USED**

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; small hand tools; ladder; mechanical and electrical testing equipment; small truck or van

**Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

**Lifting:** Frequent moderate lifting and carrying (15-44 pounds)

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; work around moving objects or vehicles; work alone; may work irregular hours; occasional prolonged hours; frequent districtwide travel

**Mental Demands:** Maintain emotional control under stress

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_