



CONSTRUCTION PROJECT MANAGER

Job Code: 283CP
Bargaining Group: PEA/6
REVISED March 24, 2017

Position Summary

Perform responsible professional work involved in managing the construction, remodeling or deferred maintenance projects on district facilities.

Reporting Relationship

Report to a department manager or unit supervisor.

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Plan and manage assigned construction and deferred maintenance projects from design through commissioning according to project schedules, budgets, and state and federal regulations; assist the lead project manager with these functions when assigned as an assistant to the project.

Coordinate the work of assigned project team members, contractors, consultants and other assigned personnel; provide technical direction and support as needed.

Identify the need for external consultants and contractors in consultation with the department manager for assigned projects.

Manage contracts for assigned projects; identify technical documents, change orders, and purchases/payment requests.

Lead the monitoring of the worksites of assigned projects; evaluate project's status and documentation and assure the projects meet job specifications, budget, schedule, quality and productivity goals.

Observe the construction of district buildings.

Perform Facility Condition Assessments as assigned.

Develop project cost estimates and feasibility analyses.

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Responsibilities (continued)

Assist in the financial oversight for the projects assigned.

Meet regularly with the project team to review progress and any problems that may have come up. Work with the team to establish a plan to correct any identified issues.

Contribute to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.

Work closely with the Sr. Project Managers to develop and implement projects that meet programmatic requirements. Work closely and communicate frequently with the planning and project development team.

Ensure projects are implemented using the most suitable project delivery methods and best practices consistent with SPPS standards.

Perform other related duties as assigned.

Knowledge, Skills and Abilities

Knowledge of building codes, ordinances, standards and regulations including, but not limited to, Minnesota State Building Code, ANSI A117.1, the Americans with Disabilities Act, and City of St. Paul zoning and related legislation.

Considerable knowledge of methods and practices for project planning, design, technical plans, specifications, estimates, and reporting for small to mid-sized projects and deferred maintenance.

Considerable skill in utilizing computer systems in the performance of job responsibilities.

Must be detail oriented and accurate in the recording of project information.

Skill in data management, recordkeeping, research, analysis and reporting.

Skill in assessing and prioritizing multiple tasks, projects and demands.

Skill in analyzing problems, resolving disputes and developing effective solutions.

Ability to communicate effectively with individuals and groups.

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Knowledge, Skills and Abilities (Continued)**

Ability to communicate effectively orally and in writing.

Ability to read and interpret architectural plans/specifications.

Knowledge and ability to perform cost-estimating.

Minimum Qualifications

Bachelor's Degree with an emphasis in Construction or Project Management or related field and 5 years of experience in either educational, institutional, or commercial construction which include some direct project management experience or as a Facilities Project Coordinator or equivalent experience.

Perfered Qualifications

Experience/success managing to scope, schedule and budget for small- to mid-complex construction projects.

Leadership in Energy and Environmental Design (LEED) Accredited Professional.