



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 TASKS

(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

Must have a Bachelor's of Science in Architecture, Engineering or Construction Management and a minimum of 2 years of experience in the field.

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

PHYSICAL REQUIREMENTS

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.