



## **Construction Project Manager For 2006 Bond Projects (5 Positions)**

### **JOB DESCRIPTION**

The Construction Project Manager, under the direction of the Director of Facilities Planning, assists the Director of Facilities Planning with all phases of building construction projects, from preliminary planning to project closeout for new facilities, renovations, maintenance repair and replacement.

### **EDUCATIONAL AND CERTIFICATION REQUIREMENTS**

- Bachelors Degree in Architecture or Engineering preferred
- Five years architectural or engineering experience preferred
- CAD experience in architectural working drawings preferred

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Considerable knowledge of architectural or engineering, construction principles, practices, and procedures
- Working knowledge of national codes related to building, mechanical, and utility systems
- Requires the ability to plan, organize, and coordinate complex projects.
- Ability to manage and document multiple concurrent tasks
- Possesses interpersonal and negotiating skills
- Conducts oneself in a professional, ethical manner
- Experience with computer aided development programs
- Possesses a high level of written and oral communication skills
- Working knowledge of Microsoft office software is required

### **DUTIES AND RESPONSIBILITIES**

1. Plans, designs, and develops accurate construction documents (drawings and specifications) for new construction, renovation and preventive maintenance repair and replacement of district facilities of assigned projects
2. Assists in identifying scope of work, developing cost estimates, checking references and recommending contract awards
3. Serves as liaison with A/E and consulting firms working closely with contracted professionals
4. Coordinates with in house departments and directs minor contract work
5. Observes construction work in progress and recommends payments, makes decisions, gives direction and provides approvals.
6. Performs other duties as assigned

### **MENTAL DEMANDS**

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

### **PHYSICAL DEMANDS**

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

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**PAY SCALE: PO4**

**NUMBER OF DAYS: 226**

**The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.**

*Revised  
12/2/07*