



JOB TITLE	DEPARTMENT	REPORTS TO
Construction Management Specialist	Building Services and Capital Projects	Director of Building Services and Projects

Position No: 74010	Length of Work Year: 12 Months
Salary Schedule: N21	Date Approved: 6/13/22
FSLA: Exempt	Date Revised: 12/03/25

JOB GOAL
A Construction Management Specialist's role is to support multiple projects in getting the project delivered on time and on budget. Establish program processes and procedures and work with the project team to ensure consistency amongst all disciplines.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High School Diploma or equivalent. 2. Four (4) years' experience in related field and/or three (3) years related to management experience. 3. Experience working within a School Facilities and Maintenance Program environment 4. Knowledge of School Dude, Skyward and other Program Management Software 5. Ability to multitask and communicate clearly and efficiently. 6. Well organized and able to work under pressure 7. Ability to communicate and work under the direction of an Executive Director.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Collaborating with other Project Managers to define, prioritize, and develop projects. 2. Planning project management, including setting deadlines, prioritizing tasks, and assigning team members to various deliverables. 3. Analyzing and preparation of financial data, including project budgets, risks, and resource allocation. 4. Providing financial reports and budget outlines to Executives. 5. Overseeing the development of the project and ensuring that team members are carrying out their tasks efficiently while upholding the company's standards. 6. Drafting new and improving existing project management office policies and processes. 7. Resource Planning 8. Oversee work order specialists and procedures 9. Monitor project schedules 10. Lead Monthly Report preparation 11. Continuously evaluating projects to ensure they are meeting company standards, adhering to budgets, and meeting deadlines. 12. Accurately documenting the project's creation, development, and execution as well as documenting the project's scope, budget, and justification.

PHYSICAL DEMAND CLASS:
Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 5-10 pounds. Frequent walking and/or standing is required to carry out duties.