



JOB TITLE	DEPARTMENT	REPORTS TO
Project Manager – Facilities	Maintenance	Director of Maintenance Building Services and Projects

<b>Position No:</b> 74024	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> N07	<b>Date Approved:</b> 7/29/97
<b>FSLA:</b> Exempt	<b>Date Revised:</b> 2/24/25; 3/3/25

JOB GOAL
To coordinate bond funded projects to bring about their timely and effective completion.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. A degree in business management, engineering, or a license in related field preferred.</li> <li>2. A minimum of 3 years successful experience in the building/construction trade.</li> <li>3. Experience in construction planning is preferred.</li> <li>4. Certified Building Inspectors certification preferred.</li> <li>5. Ability to perform the functions of the position.</li> </ol>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. To coordinate the planning, implementation, and evaluation of the district's new construction and renovation activities (Bond funded).</li> <li>2. To assist in the compilation of research information for bid preparation.</li> <li>3. To assist in the review and analysis of bids.</li> <li>4. To coordinate the scheduling of construction and renovation projects.</li> <li>5. To coordinate the process of cost estimating for construction projects.</li> <li>6. To assist with the selection of architectural/engineering firms and outside contractors for design and construction work and coordinate the design and construction of projects.</li> <li>7. To coordinate and monitor construction/renovation projects undertaken by district personnel.</li> <li>8. To coordinate or perform inspections and reports on all construction/renovation projects, and when applicable, inspects for compliance with building codes from project design through all phases of construction and prepares required code compliance reports, as directed.</li> <li>9. To direct and inspect improvement and renovation work performed by outside contractors and verify that terms of all such contracts have been fulfilled before recommending final payment.</li> <li>10. To prepare required reports and maintain appropriate records.</li> <li>11. To perform assigned tasks in a timely and efficient manner.</li> <li>12. To perform assigned tasks with a high standard of quality.</li> <li>13. To perform other duties as assigned by the Executive Director for Facilities and Support Services.</li> </ol>

PHYSICAL DEMAND CLASS:
Light-Medium (LM) - Frequent lifting and carrying of objects weighing 20 pounds or less. Infrequent lifting and carrying of objects weighing 21-50 pounds. Frequent walking and/or standing is required to carry out duties.