

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>Job Title:</b>	Construction Manager	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Assistant Superintendent of Business/Finance	<b>Admin/Prof Pay Grade:</b>	105 (260 Days)
<b>Dept./School:</b>	Construction Dept.	<b>Date Revised:</b>	08/25/2021

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**Primary Purpose:**

Coordinate and manage all new construction and renovation projects in the district. Ensure compliance with all planning and zoning requirements.

**Qualifications:**

**Education/Certification:**

Bachelor's degree preferred  
High school diploma or GED

**Special Knowledge/Skills:**

Knowledge of project planning and construction principles  
Knowledge of mechanical and electrical design and installation  
Knowledge of health and safety regulations  
Knowledge of building codes, zoning ordinances, and the inspection certification process  
Ability to read blueprints and schematics  
Ability to conduct on-site inspections of all district facilities  
Strong organizational, communication, and interpersonal skills  
Bilingual, preferred

**Experience:**

Five years construction project management, architectural, or engineering experience

**Major Responsibilities and Duties:**

**Facility Construction and Repair**

1. Coordinate and oversee construction projects for the district.
2. Serve as liaison to architects, engineers, and consultants to develop, review, and finalize project plans, drawings, schematics, and specifications.
3. Consult with city, county, state, and federal officials to ensure conformity with codes and ordinances regulating district construction projects.
4. Coordinate the prequalification or approval process for architects, engineers, and contractors.
5. Conduct on-site inspection of construction projects to ensure conformance with construction documents, programs, and needs.

6. Consult with faculty, administrative staff, and community concerning program preparation and design needs.
7. Inspect existing facilities and make recommendations for improvements as needed.
8. Establish and recommend priorities for repair projects.
9. Monitor and insure that General Contractors adhere to and update construction progress schedules.
10. Coordinate and conduct project development and construction progress meetings.
11. Expedite documentation and completion of punch-list items.
12. Coordinate transition of building operation from general contractor to district upon acceptance of a facility.
13. Coordinate with Assistant Superintendent/CFO, principal, and vendor to identify/order furnishings.
14. Supervise warranty correction work.
15. Develop and Maintain a Construction Standards Manual for the District and insure compliance.
16. Assist in identifying and pricing Bond Projects for future Bond Issues.

#### **Policy, Reports, and Law**

17. Complete periodic reports of construction project progress and make monthly presentations to the board.
18. Coordinate the storage and handling of construction documents.
19. Record and report all warranty times and make final warranty check prior to end of warranty periods.
20. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
21. Follow district safety protocols and emergency procedures.
22. Work closely with Legal Counsel to insure all contracts and proposals adhere to the best interests of G-PISD.

#### **Budget and Inventory**

23. Estimate cost of construction and repair projects, including labor, materials, and other related costs.
24. Coordinate the preparation of bidding documents, including notice and instructions to bidders, drawings, and specifications.
25. Coordinate the evaluation of formal bids and make recommendations for the awarding of contracts for school board approval.
26. Review and approve requests for payment from vendors, contractor(s), and designer(s).
27. Ensure that programs are cost-effective and funds are managed wisely.
28. Compile budget and cost estimates based on documented needs.

## **Safety and Security**

29. Maintain safety standards in conformance with federal, state, and insurance regulations.
30. Be aware of the latest campus security measures and insure that all new facilities incorporate these measures.

## **Other**

31. Follow district safety protocols and emergency procedures.
32. Has regular in person attendance and complies with notification procedures for absences.
33. Perform other duties as assigned.

## **Supervisory Responsibilities:**

Supervise and evaluate Project Specialist and Construction Manager's Secretary.

## **Equipment Used:**

Personal computer, copier, and calculator.

## **Mental Demands/Physical Demands/Environmental Demands:**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; small hand tools; ladder; mechanical and electrical testing equipment; small truck or van

**Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

**Lifting:** Frequent moderate lifting and carrying (15–44 pounds)

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; work around moving objects or vehicles; work alone; may work irregular hours; occasional prolonged hours; frequent districtwide travel

**Mental Demands:** Maintain emotional control under stress

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.