

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

**Job Title:** Project Specialist

**Wage/Hour Status:** Exempt

**Reports to:** Construction Manager

**Admin/Prof Pay Grade:** 100 (260 Days)

**Dept./School:** Construction Dept.

**Date Revised:** 09/08/2021

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**Primary Purpose:**

To participate in all new construction and renovation projects in the district by conducting daily walkthroughs and being present at project site. Ensure compliance with all planning and zoning requirements.

**Qualifications:**

**Education/Certification:**

Bachelor's or Associate degree preferred  
High school diploma or GED  
Clear and Valid Texas DL

**Special Knowledge/Skills:**

Knowledge of project planning, development sequencing, scheduling and construction principles;  
Knowledge of current physical construction installation practices;  
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 for COT;  
Knowledge of space allocation and furniture and equipment, (FFE), acquisition and installation;  
Ability to read blueprints and schematics;  
Ability to conduct on-site inspections, evaluations, and report findings, of all district facilities;  
Strong organizational, communication and interpersonal skills, (work within a team)- Polite but Firm;  
Knowledge of AHERA regulations;  
Bilingual, preferred

**Experience:**

Two years construction project management, architectural, or engineering experience

**Major Responsibilities and Duties:**

**Construction and Capital Management**

1. Keep all construction documents posted and up to date electronically in Office 365.
2. Assist Construction Manager in overseeing all construction projects.
3. Consult with city, county, state and federal officials to ensure conformity with codes and ordinances regulating district construction projects.
4. Attend owner, architect, contractor meetings as required.

5. Develop and maintain construction progress schedules.
6. Facilitate documentation and completion of punch-list items.
7. Facilitate warranty correction work.
8. Acquire/utilize services and material.
9. Maintain safety standards in conformance with federal, state and insurance regulations.

### **Budget and Inventory**

10. Compile, maintain and file all physical and computerized reports, records and other documents required.
11. Assist with the evaluation of formal bids and make recommendations for the awarding of contracts for school board approval, as requested.
12. Compile budget and cost estimated based on documented needs.
13. Track costs of payments to contractors, designers and engineers.

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

14. Complete construction progress reports for board report and website.
15. Maintain construction documents and keep up to date, organized and filed.
16. Performs other tasks and assumes such responsibilities as related to the position and as assigned.
17. Assist the Construction Manager to coordinate and oversee construction projects for the district.
18. Assist the Construction Manager in serving as a liaison to architects, engineers and consultants to develop, review and finalize project plans, drawings, schematics, and specifications.
19. Conduct on-site inspection of construction projects to ensure conformance with construction documents, programs and needs.
20. Inspect existing facilities and make recommendations for improvements as needed.
21. Reconcile all close out documentation upon project completion.

### **Safety and Security**

22. Coordinate the relocation or demolition of facilities, as required.
23. Coordinate asbestos removal from facilities, as required.
24. Assist with furniture, fixtures, and equipment purchase and/or relocation.
25. Facilitate adherence to education specifications.

### **Other**

26. Follow district safety protocols and emergency procedures.
27. Perform other duties as assigned.

**Supervisory Responsibilities:**

None

**Equipment Used:**

Personal computer, cell phone, 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.