



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Construction Project Manager I**
 Job Family: **Construction**
 Prepared/Revised Date: **April 21, 2017**

FLSA Status: **Exempt**
 Pay Range: **OP50Y**
 Job Code: **35711**

SUMMARY: Responsible for managing the designing, planning, scheduling, budgeting, and monitoring of assigned small-scale construction projects involving new and existing buildings requiring purchase order contracts. Assist in managing larger scale construction projects requiring AIA contracts or equivalent. Actively manage all projects with an integrated approach, inclusive of all stakeholders and customers using effective communication, flexibility, and initiative in the absence of direction.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| Description of Job Tasks | Frequency | % of Time |
|---|--|--|
| | Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A | On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25% |
| 1. Assist in evaluating construction documents and construction team decisions to determine cost effective and/or optional methods. | D | 15% |
| 2. Review, approve, and monitor project schedules and initiate corrective actions for assigned projects. Conduct site visits. Responsible for assisting with addressing complaints and resolving problems. | D | 5% |
| 3. Develop, monitor, and initiate corrective actions within project budgets. | D | 5% |
| 4. Attend work and arrive in a timely manner. | D | 1% |
| 5. Administer and monitor purchase order contracts and conduct meetings with architects, contractors and/or engineers. Assist in managing construction projects requiring AIA contracts or equivalent. Analyze and interpret the overall performance of architect, engineer, and contractor's contracts from project conception through contract close-out. | W | 30% |
| 6. Report project budget, schedule, and conflict resolution information to Supervisor. | W | 10% |
| 7. Assist with establishing needs, costs, location, and scheduling for anticipated projects. | W | 5% |
| 8. Review and recommend action on change orders, including the evaluation/implementation of alternate methods and cost analysis comparisons prior to approval. | W | 5% |
| 9. Facilitate State permitting process for assigned construction projects. | W | 5% |
| 10. Conduct the process for obtaining and analyzing contractor bids proposals for entering into purchase order contracts. Assist in the process of obtaining and analyzing contractor bids and proposals for entering into AIA contracts or equivalent. | M | 5% |



| | | |
|---|---------------|-------------|
| 11. Review and recommend action on pay requests; check for quality and quantity of completed work and stored materials. | M | 5% |
| 12. Identify long-lead items and pre-order owner-supplied construction materials. | Q | 5% |
| 13. Conduct and coordinate meetings with local municipalities, neighbors, and end users relative to projects in both new and existing facilities. | Q | 2% |
| 14. Manage the warranty process and perform eleven month walk through. | A | 1% |
| 15. Perform other duties as assigned. | Ongoing | 1% |
| | TOTAL= | 100% |

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate’s or Bachelor’s degree in construction-related field plus four years of related experience required
- Equivalent combination of education and experience will be evaluated

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver’s license.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Knowledge of sustainable building design and construction strategies and practices; basic understanding of USGBC LEED certification criteria
- Ability to read and understand construction documents
- Basic understanding of building methods and procedure
- Knowledge of life safety codes and ADA regulations
- Knowledge of budget development and analysis
- Knowledge of and ability to employ an integrated approach to planning and designing construction projects
- Ability to be a part of and work with a team
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook and/or other department software packages



REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

| | POSITION TITLE | # of EMPLOYEES |
|------------------------|--|----------------|
| Direct reports: | This job has no direct supervisory responsibilities. | |

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| PHYSICAL ACTIVITIES: | Amount of Time | | | |
|-------------------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand | | | X | |
| Walk | | | X | |
| Sit | | | X | |
| Use hands to finger, handle or feed | | X | | |
| Reach with hands and arms | | X | | |
| Climb or balance | | X | | |
| Stoop, kneel, crouch, or crawl | | X | | |
| Talk | | | | X |
| Hear | | | | X |
| Taste | X | | | |
| Smell | | X | | |

| WEIGHT and FORCE DEMANDS: | Amount of Time | | | |
|---------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds | | X | | |
| Up to 25 pounds | | X | | |
| Up to 50 pounds | | X | | |
| Up to 100 pounds | X | | | |
| More than 100 pounds | X | | | |

| MENTAL FUNCTIONS: | Amount of Time | | | |
|----------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare | | | | X |
| Analyze | | | X | |
| Communicate | | | | X |
| Copy | | X | | |
| Coordinate | | | | X |
| Instruct | | X | | |
| Compute | | X | | |
| Synthesize | | | X | |
| Evaluate | | | | X |
| Interpersonal Skills | | | | X |
| Compile | | X | | |
| Negotiate | | | X | |

| WORK ENVIRONMENT: | Amount of Time | | | |
|---------------------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | X | | | |
| Work near moving mechanical parts | | X | | |
| Work in high, precarious places | | X | | |
| Fumes or airborne particles | | X | | |
| Toxic or caustic chemicals | X | | | |
| Outdoor weather conditions | | X | | |
| Extreme cold (non-weather) | X | | | |
| Extreme heat (non-weather) | X | | | |



| WORK ENVIRONMENT: | Amount of Time | | | |
|--------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Risk of electrical shock | | X | | |
| Work with explosives | X | | | |
| Risk of radiation | X | | | |
| Vibration | X | | | |

| VISION DEMANDS: | Required |
|---|----------|
| No special vision requirements. | |
| Close vision (clear vision at 20 inches or less) | X |
| Distance vision (clear vision at 20 feet or more) | X |
| Color vision (ability to identify and distinguish colors) | X |
| Peripheral vision | X |
| Depth perception | X |
| Ability to adjust focus | X |

| NOISE LEVEL: | Exposure Level |
|--------------|----------------|
| Very quiet | |
| Quiet | |
| Moderate | X |
| Loud | |
| Very Loud | |