



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Construction Project Manager II** FLSA Status: **Exempt**  
 Job Family: **Construction** Pay Range: **OP60Y**  
 Prepared/Revised Date: **December 19, 2019** Job Code: **35710**

**SUMMARY:** Responsible for managing the design, planning, scheduling, budgeting, and monitoring of assigned large scale multi-million dollar educational construction projects, involving new and existing buildings, building systems, and other site facility amenities. Administer purchase order contracts and American Institute of Architects (AIA) contracts or equivalent.

**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 = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Administer and monitor contracts and conduct meetings with architects, contractors and engineers from project conception through contract close-out.	D	25%
2. Evaluate construction documents and construction team decisions to determine cost effective and/or optional methods.	D	10%
3. Conduct project site observations for accurate comparison to project schedule and approval of pay applications.	D	10%
4. 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.	D	10%
5. Review, approve, and monitor project schedules; develop, monitor and initiate corrective actions for assigned projects.	D	9%
6. Attend work and arrive in a timely manner.	D	1%
7. Review and recommend action on change orders including the evaluation/implementation of alternate methods and cost analysis comparisons prior to approval.	W	10%
8. Coordinate with supervisor and the Director of Construction Services to convey project progress and issues.	W	10%
9. Review and recommend action on pay requests, checking for quality and quantity of completed work and stored materials.	M	5%
10. Conduct meetings and coordinate with local municipalities, neighbors, and end users relative to projects in both new and existing facilities.	Q	5%
11. Assist with establishing needs, costs, location, and scheduling for anticipated projects.	A	2%
12. Coordinate bid process, bid analysis, and contract award with Architect, Purchasing, and the Director of Construction Services.	A	1%
13. Manage the warranty process and perform eleven month walk through.	A	1%
14. Perform other duties as assigned.	Ongoing	1%
	<b>TOTAL=</b>	<b>100%</b>



### **EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree in construction management, architecture, engineering, or other construction related field
- A minimum of five years of experience managing large scaled, multi-million dollar public construction projects
- Experience in educational/public school construction projects strongly preferred
- Equivalent combination of education and experience will be evaluated

### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid Colorado driver's license
- Must meet District driver insurability requirements

### **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Personal computer and keyboarding 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 with a basic understanding of USGBC LEED certification criteria
- Specialized skills in reading and understanding construction documents
- Specialized skills in understanding building methods and procedures
- Specialized skills in customer advocacy and maintaining long-term relations with customers and stakeholders
- High level of knowledge with and extensive experience in administering American Institute of Architects (AIA) contracts or equivalent
- 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 participate and work in a team environment
- 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
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

- Responsible for assisting with planning, assigning and directing work; and assisting with addressing complaints and resolving problems

**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		



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
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	