

**SCHOOL DISTRICT OF SARASOTA
COUNTY**

JOB DESCRIPTION

ASSISTANT PROJECT MANAGER

SALARY SCHEDULE: ADMINISTRATIVE – [F] - M

COST CENTER: CONSTRUCTION SERVICES (9042)

QUALIFICATIONS:

- Bachelor’s degree in building construction, Engineering, Architecture, or related field.
- Or a minimum of seven (7) years direct construction project management experience, preferably in public school construction.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Detailed knowledge of building codes and SBE rules relating to school construction.
- Ability to read and interpret drawings and construction specifications.
- Ability to calculate construction costs and schedules.
- Ability to use computer and software related to responsibilities.
- Skills in communication and conflict resolution.

REPORTS TO:

Director or Senior Project Manager, Construction Services

JOB OBJECTIVES:

To ensure that capital projects assigned are designed and completed according to plans, specifications, and building codes, in a timely and cost-effective manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- Monitor compliance of contract documents by Construction Manager and Architect.
- Consult with construction managers, architects, engineers, and consultants in the design of new buildings, reroofs and renovations to ensure compliance with District regulations, State Requirements for Educational Facilities and applicable building codes and statutes.
- Monitor project schedules and report concerns to the Director of Construction Services or the Project Executive.
- Review all assigned project pay requests and supporting documentation.
- Review all change order requests and recommend action to the Director of Facilities Services. Interface with the Office of Educational Facilities and Department of Education (DOE) concerning current regulations, codes, and design changes as they relate to educational facilities.
- Prepare progress reports on all new construction, renovations and remodeling projects.
- Make frequent visits to job sites for first-hand visual inspection and conferencing with contractors and inspectors
- Assist with development of long-range capital projects and budget estimates.
- Develop and maintain automated tracking systems for projects.
- Monitor construction schedules to ensure timely project completion.
- Assist in research / clarification and resolution of issues and problems.

ASSISTANT PROJECT MANAGER, (Continued)

- Participate in final inspection of assigned projects.
- Demonstrate initiative in the performance of assigned responsibilities.
- Provide for a safe and secure workplace.
- Model and maintain high ethical standards.
- Follow attendance, punctuality, and proper dress rules.
- Maintain confidentiality regarding school matters.
- Maintain positive relationships with staff, vendors, consultants, and the community.
- Participate in workshops and training sessions as required.
- Communicate effectively with staff, vendors, consultants, and the community.
- Respond to inquiries and concerns in a timely manner.
- Prepare all required reports and maintain all appropriate records.
- Follow all School Board policies, rules, and regulations.
- Exhibit interpersonal skills to work as an effective team member.
- Demonstrate support for the School District and its goals and priorities.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to be on call around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.
- Sustained focus and attention to detail for extended periods of time.
- Review, monitor and report all aspects of the construction delivery process as required or requested.
- Direct and manage the Project Team through budget endorsement, Schematic Design, Design Development, Construction Documents, Guaranteed Maximum Price development, construction, closeout, and warranty period for assigned projects.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Assist with contract negotiations for assigned projects.
- Act as owner's representative for assigned projects.
- Assist with the Professional Services Selection Committee (PSSC) for assigned projects.
- Communicate with site administrators regarding projects to minimize disruption to students and staff.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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