



## **BAY DISTRICT SCHOOLS DEPARTMENT OF HUMAN RESOURCES**

### **JOB DESCRIPTION**

#### **TITLE: CAPITAL PROJECTS CONTRACTS MANAGER**

##### **QUALIFICATIONS:**

- Bachelor's Degree from an accredited college or university in Business Management, Business Administration or related field major, preferred  
AND
- Related work experience; or an equivalent combination of education, training and experience necessary to perform assigned responsibilities

##### **OR**

- High school diploma or equivalent  
AND
- Five years of experience in an office for local government, a registered architect or engineer, or a school system office, with responsibilities including reviewing contract documents, processing monthly estimates and change orders, tracking project milestones, and reporting to a supervisor. This includes monitoring project budgets, scheduling inspections, managing direct purchase activities, and supporting leases of district facilities.

##### **PHYSICAL REQUIREMENTS:**

- **Medium Work**; exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 15 pounds of force as often as needed to move objects

##### **REPORTS TO/SUPERVISES:** As assigned by Bay District Organizational Structure

##### **PERFORMANCE RESPONSIBILITIES:**

- Reviews contract documents for inclusion of correct performance and payment bonds; verify validity with bonding company; recommend approval or correction
- Reviews pay estimates for correct documentation and process for payment
- Reviews project budgets to insure correct posting, adequacy of funds and correct identification of costs within project
- Develops and implements monthly budget reporting system that reflects status of each project and identify any potential budgetary problems
- Identifies/obtains/inputs project tracking/monitoring data into computerized data base
- Generates monthly computerized reports that identify project fiscal and construction status
- Identifies potential problems to supervisor
- Reviews FISH for accuracy
- Makes changes to FISH to reflect new construction and modification to existing facilities
- Provides interface with public, staff, and schools in area of expertise
- Assists supervisor in developing reports, etc., in area of expertise
- Reviews close-out documentation and identify any missing or incorrect documents
- Supports the development and update of the Facility Five Year Program
- Supports the development and submission of facility grant applications
- Monitors the scheduling of the plan review process, permit issuing process and the inspection process as it relates to the implementation of the Florida Building Code
- Supports the Direct Purchase Program
- Reviews leases/lease payments for completeness and accuracy
- Schedules and prepares documentation for presentation and approval from the School Board according to School Board policies

## TITLE – CAPITAL PROJECTS CONTRACTS MANAGER

- Communicates with contractors, architects, engineers, vendors and select district personnel as it relates to project activities
- Prepares, documents, organizes, and stores all documents required by the Auditor General's Office for construction projects and be prepared for audit reviews by such office
- Performs other duties as assigned

### KNOWLEDGE, SKILLS AND ABILITIES:

- Comprehensive knowledge of contract documents to include performance/payment bonds and the verification of validity of same, schedules and applications for payment
- Knowledge of the Bay District School Board purchase order and budget process as applicable to capital projects expenditures
- Knowledge of Bay District School and DOE data base functions for compiling, inputting and extracting the information for FISH
- Knowledge of the Florida Building Code as it relates to the review, permitting and inspection
- Knowledge of the direct purchase process and the leasing of facilities
- Excellent written and verbal communications skills
- Ability to maintain and extract computerized project data to provide project descriptions, schedules, expenditures and other pertinent information
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- Ability to maintain and extract computerized project data to provide project descriptions, schedules, expenditures and other pertinent information

### TERMS OF EMPLOYMENT:

- Successful completion of State and Federal background checks is required for employment.
- Twelve (12) months. Paygrade as established by the School Board in current Administrative Salary Placement Schedule

**EVALUATION:** Performance evaluated annually in accordance with School Board Policy.

*To perform this job successfully, an individual must be able to accomplish the performance responsibilities satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities herein described.*



Reviewed by Department of Human Resources

**APPROVED APR 08 2025**

Adopted by Bay District School Board: April 8, 1998  
Revised: July 10, 2002, Oct. 8, 2019

*Bay District Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or military service in employment or the provision of services.*