



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: CAPITAL PROJECTS CONTRACTS MANAGER

QUALIFICATIONS:

1. Bachelors Degree, Construction Management preferred.

OR

Experience in at least one of the following categories:

- a. Five years' experience in a facility office for local city or county government engaged in design, construction, and construction management of facilities with the responsibility of reviewing contract documents for content, processing monthly estimates and change orders, tracking the project milestones and making reports to immediate supervisor.
 - b. Five years' experience in the office of a registered architect or engineer engaged in the design, construction and construction management of facilities with the responsibility of reviewing contract documents for content, processing monthly estimates and change orders, tracking the project milestones and making reports to immediate supervisor.
 - c. Five years' experience in a school system facility office with the responsibility of monitoring project budgets, reviewing and inputting of FISH data, processing contract monthly estimates, tracking project milestones, scheduling and tracking the inspection of maintenance projects, processing and monitoring the activities for direct purchase, support the leases of District facilities and making reports to immediate supervisor.
2. Comprehensive knowledge of contract documents to include performance/payment bonds and the verification of validity of same, schedules and applications for payment.
 3. Knowledge of the Bay District School Board purchase order and budget process as applicable to capital projects expenditures.
 4. Demonstrated ability to maintain and extract computerized project data to provide project descriptions, schedules, expenditures and other pertinent information.
 5. Knowledge of Bay District School and DOE data base functions for compiling, inputting and extracting the information for FISH.
 6. Knowledge of the Florida Building Code as it relates to the review, permitting and inspection.
 7. Knowledge of the direct purchase process and the leasing of facilities.

PHYSICAL REQUIREMENTS: Medium

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *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.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned on current Organizational Chart

SUPERVISES: As assigned on current Organizational Chart

PERFORMANCE RESPONSIBILITIES:

1. Reviews contract documents for inclusion of correct performance and payment bonds; verify validity with bonding company; recommend approval or correction.
2. Reviews pay estimates for correct documentation and process for payment.
3. Reviews project budgets to insure correct posting, adequacy of funds and correct identification of costs within project.
4. Develops and implements monthly budget reporting system that reflects status of each project and identify any potential budgetary problems.
5. Identifies/obtains/inputs project tracking/monitoring data into computerized data base.
6. Generates monthly computerized reports that identify project fiscal and construction status.
7. Identifies potential problems to supervisor.
8. Reviews FISH for accuracy.
9. Makes changes to FISH to reflect new construction and modification to existing facilities.
10. Provides interface with public, staff, and schools in area of expertise.
11. Assists supervisor in developing reports, etc., in area of expertise.
12. Reviews close-out documentation and identify any missing or incorrect documents.
13. Supports the development and update of the Facility Five Year Program.
14. Supports the development and submission of facility grant applications.
15. 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.
16. Supports the Direct Purchase Program.
17. Reviews leases/lease payments for completeness and accuracy.
18. Performs other related duties as assigned by a supervisor or designee.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) Months. Pay grade as established by the School Board in current Salary Schedule 2.

EVALUATION: Performance evaluated annually in accordance with School Board policy.

GRANT POSITIONS END AT CONCLUSION OF FUNDING



Reviewed by Dept. of Human Resources

APPROVED OCT 08 2019
Revision Approved: _____
Adopted by Bay District School Board: April 8, 1998
Revised: July 10, 2002

Bay District Schools is an Equal Opportunity Employer