



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

**TITLE: PROJECT MANAGER – FACILITIES**

**QUALIFICATIONS:**

1. Comprehensive knowledge of standards and procedures for planning, designing, scheduling and providing quality control of school building programs. This includes knowledge of:
  - a. All architectural/engineering disciplines
  - b. The selection process for design professionals and general contractors
  - c. Florida Building Code and Florida Fire Prevention Code
  - d. Construction contract administration activities
  - e. Construction techniques and the inspection thereof
  - f. The warranty process

2. Bachelor's degree in Construction Management, Engineering, Architecture, Project Management or Business Administration with three (3) years related experience in construction or a related field, construction project management, building inspection or plans review in the field of mechanical, electrical or structural.

**OR**

Demonstrates seven (7) years combined experience in construction or a related field, building inspection or plans review in the field of mechanical, electrical, or structural.

**OR**

Demonstrates a combination of postsecondary or technical education in construction or a related field and seven (7) years' experience with at least three (3) years of construction or a related field, construction project management, building inspection or plan review in the field of mechanical, electrical, or structural.

**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 by Bay District Organizational Structure.

**SUPERVISES:** As assigned by Bay District Organizational Structure.

**PERFORMANCE RESPONSIBILITIES:**

1. Obtains user requirements and insures that the requirements are incorporated into the plans and specifications.
2. Assists in the development of contract specifications and contract documents.
3. Reviews architect/engineer submissions at each phase of design. Provides written comments that recommend changes, corrections, or additions as appropriate. Becomes familiar with projects for future observation and inspection.
4. Assists in obtaining design review comments by appropriate governmental agencies and staff.
5. Coordinates projects with facility managers to minimize interference with school programs.
6. Schedules and conducts pre-bid, pre-construction conferences and weekly job site meetings.
7. Conducts onsite construction inspections of construction, remodeling and renovation projects of Bay District Schools. Summarizes findings in written reports for each inspection. Reports conditions, deficiencies or problems to the supervisor.
8. Reviews annual life safety of District facilities and takes appropriate corrective action.
9. Resolves on-going construction site problems.
10. Establishes and maintains a continuous quality control program to assure that facilities are constructed within acceptable standards.
11. Verifies adequacy and recommends approval of payment requests.
12. Assesses work progress and scheduling and recommends action for improvement.
13. Reviews all shop drawings and product data submittals.
14. Observes testing procedures, reviews test and inspection reports and authorizes expenditures.

15. Determines the need for and makes contract change recommendations.
16. Conducts final inspection with contractors and architects/engineers.
17. Coordinates project acceptance, building occupation and start-up with staff.
18. Coordinates the orientation training for maintenance and operations personnel on school plan operations.
19. Reviews and verifies project close-out documents, as-built drawings, operation manuals, and project releases.
20. Provides assistance with warranty problems.
21. Verifies that material/equipment purchased under the Direct Purchase Program are delivered to the site.
22. Assists the supervisor in evaluating, monitoring and resolving all environmental problems. Assesses project sites for proper stormwater sediment and erosion control management practices.
23. Manages/coordinates oversight of other internal projects within the District.
24. Works with architects, engineers, contractors, suppliers, maintenance and others to enhance/improve energy conservation with in the District at every opportunity.
25. Assists in the preparation of the Florida Inventory of School Houses (FISH) and maintains of a checklist of buildings in the District (FISH Inventory) including locations of water meters, sewer clean outs, gas meter locations, electrical meters and fire alarms.
26. Serve as an integral member of the District's disaster response team.
27. Responds to job site issues and disasters as needed.
28. Performs other duties as assigned.

**TERMS OF EMPLOYMENT:**

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

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

  
Reviewed by Dept. of Human Resources

Revised: APPROVED JUN 14 2022  
Adopted by Bay District School Board: Dec. 14, 2007

**Bay District Schools is an Equal Opportunity Employer**