



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

TITLE: SENIOR 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 ten (10) 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 ten (10) years' experience with at least five (5) years being 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. Functions as a Project Manager-Facilities on assigned projects.
2. Assists in developing long range (3-5 year) goals, objectives and priorities for a school, department, program or the District.
3. Creates procedures, guidelines, checklists, and other documentation to allow for coordinated processes within the department.
4. Assigns projects to the Facilities team in coordination with administration.
5. Mentors other project managers as needed.
6. Reviews requests for additions and alterations to District facilities.
7. Facilitates timely reviews of designs, documents, contracts and agreements.
8. Explains School Board Policy at design review meetings, pre-construction meetings and weekly construction meetings.
9. Consults with representatives of engineers, architects, contractors and other interested officials to resolve problems concerning interpretation of contract documents.
10. Establishes and maintains a continuous quality control program for the department to assure that facilities are constructed within acceptable standards.

11. Oversees testing procedures and reviews test and inspection reports.
12. Serves as an integral member of the District's disaster response team.
13. Responds to job site issues and disasters as needed.
14. 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

APPROVED JUN 14 2022
Adopted by Bay District School Board

Bay District Schools is an Equal Opportunity Employer