

TITLE: Project Manager/ Building Code Inspector/Plans Examiner

- 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. An applicant for this position must possess standard/limited license for Inspector and Plans Examiner in at least one of the following categories: Building, Electrical, Mechanical, Plumbing.
OR
Have applied for a provisional certificate in one of the above categories. This position requires experience that meets at least one of the following criteria.
 - a. Demonstrates 5 years combined experience in the field of construction or a related field, building inspection or plans review corresponding to one of the above categories.
 - b. Demonstrates a combination of postsecondary or technical education in the field of construction or a related field and experience which totals (4) years with at least (1) year of such total being construction, building inspection or plan review.

REPORTS TO: As assigned on current organizational chart

SUPERVISES: **AREAS:** Facility Project Management

PERSONNEL: As assigned on current organizational chart

POSITION GOALS: To assist in acquiring and incorporating user requirements, reviewing construction documents, providing inspection of new construction, remodeling, renovation, relocatables, and day labor projects, and providing construction management services in order to enhance the effectiveness and daily operation of the Facilities Department.

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 in their licensed area. 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. Explains School Board policy at design review meetings, pre-construction meetings and weekly construction meetings.
7. Consults with representatives of governmental agencies, architects, contractors, and other interested officials to resolve problems concerning interpretation of contract documents.
8. Schedules and conducts pre-bid, pre-construction conferences and weekly job site meetings.
9. Makes onsite construction inspections of construction, remodeling and renovation projects of the Bay District School System. Inspection must be in the area in which the person is licensed. Summarizes findings in written reports for each inspection. Report conditions, deficiencies or problems to the supervisor.
10. Resolves on-going construction site problems.
11. Establishes and maintains a continuous quality control program to assure that facilities are constructed within acceptable standards.
12. Determines adequacy and recommends approval of payment requests.
13. Assesses work progress and scheduling and recommends action for improvement.
14. Reviews all shop drawings and product data submittals
15. Observes testing procedures, reviews test and inspection reports and authorizes expenditures.
16. Determines the need for and makes contract change recommendations.
17. Conducts final inspection with contractors and architects/engineers.
18. Coordinates project acceptance, building occupation and start-up with staff.
19. Coordinates the orientation training for maintenance and operations personnel on school plan operations.
20. Reviews and verifies project close-out documents, as-built drawings, operation manuals, and project releases.
21. Assists the supervisor with obtaining and verifying information, measurements and job conditions at existing facilities where projects are to take place. Closely coordinates with the Maintenance Department to obtain information concerning existing utilities and conditions of facilities.
22. Provides assistance with warranty problems.
23. Assists contractor in obtaining building permits.
24. Verifies that material/equipment purchased under the Direct Purchase Program are delivered to the site.
25. Assists the supervisor in evaluating, monitoring and resolving all environmental problems.
26. Performs other duties as may be assigned.

TERMS OF EMPLOYMENT: Twelve months. Paygrade as established by the School Board in the current Salary Schedule 6.

EVALUATION: Performance will be evaluated in accordance with the Board's policy for evaluation of administrative personnel.

GRANT POSITIONS END AT CONCLUSION OF FUNDING

Adopted by the Bay District School Board - May 28, 1997
Revised: November 16, 1999, July 10, 2002