

**WEST DES MOINES COMMUNITY SCHOOL DISTRICT  
JOB DESCRIPTION**

**JOB TITLE**     Project Manager – Construction

**CLASSIFICATION**     Supervisor/Specialist

**IMMEDIATE SUPERVISOR**     Director of Operations

**JOB SUMMARY**

The Project Manager will administer, direct and serve as the District's representatives as identified on the district's master facilities plan. Performs technical and professional management in planning, scheduling, monitoring, budgeting, documentation and costs controls; and facilitates communications and coordination between District personnel and outside entities.

**QUALIFICATIONS**

(Skills, Knowledge, Abilities, Education, Certification/Licensure, Experience, Equipment)

A. Skills, Knowledge and Abilities

1. Have a working understanding of Building Construction, Architecture, Structural Systems, Mechanical, Electrical, and Fire Protection Systems.
2. Proven ability to conduct oneself professionally in all business matters.
3. A proven ability to manage Construction Schedules and Construction Budgets.
4. Ability to read, interpret, understand, and implement or construct by reading Construction Documents and Specifications.
5. A working knowledge of Contracts and Construction Procedures.
6. Ability to manage multiple priorities simultaneously
7. An ability to use Microsoft Office products: Excel, Word.
8. An ability to professionally and diligently represent the West Des Moines Community School District as the District's representative for all matters related to the Construction Projects; thorough knowledge of legal framework governing school construction and public contracting; and interface with local jurisdictions as required, including but not limited to the City Inspector, DNR, Waste and Groundwater Inspector, State Fire Marshall, Electrical Inspector, Plumbing Inspector and Mechanical Inspector.

B. Education/Experience

1. Degree in Construction Management, Construction Engineering or in a related construction field.
- OR
1. A minimum of 10 years of active experience in Commercial Construction, Construction Project Management, or design. AND
  2. At least 5 years Construction Administration experience on projects of a similar scale. Experience in managing construction projects for local governments is preferred.

**ESSENTIAL JOB FUNCTIONS**

1. Assists in developing, recommending and implementing policies, District specifications, bids, etc. for the purpose of providing direction for the District construction program, operations goals and objectives.
2. Collaborates with Director of Operations and other District personnel, community organizations, contractors, architects, state personnel, city & county building departments, etc. for the purpose of supporting the District construction program and goals.

3. Communicates with administrators, personnel and outside organizations for the purpose of coordinating facilities planning and construction operations and/or activities, resolving issues and conflicts and exchanging information.
4. Compiles data from a wide variety of sources (e.g. cost of construction, maintenance, repair projects; input for budget, etc.) for the purpose of analyzing issues, ensuring compliance with various policies and procedures, and/or monitoring program components.
5. Develops long and short range construction plans/programs for the purpose of ensuring that District resources are effectively utilized.
6. Facilitates meetings for the purpose of identifying appropriate actions, developing recommendations, supporting other District staff, and serving as a District representative.
7. Fosters good team communication within the District facilities department and all staff; acts as a liaison of the facilities department for the purpose of jointly delivering effective facility planning supportive services.
8. Inspects new construction, repair work and construction projects for the purpose of ensuring that jobs are completed efficiently; specifications for major capital improvements are within local, state and federal regulations; and approving inspection reports and payment requests.
9. Manages a wide variety of construction programs for the purpose of ensuring District compliance with state, federal, city and/or county regulations.
10. Monitors fund balances of assigned construction projects and related financial activity for the purpose of ensuring that allocations are accurate, expenses are within budget limits and/or fiscal practices are followed.
11. Participates in meetings for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
12. Prepares a wide variety of materials (e.g. cost estimates, budget input, project status reports, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, and/or providing supporting materials for requested actions.
13. Presents information on a variety of topics related to the District construction program (e.g. budget overviews, accounting processes, proposed plans and changes, etc.) for the purpose of providing general information, implementing actions, etc.
14. Researches new products, laws, regulations, etc., for the purpose of recommending purchases, contracts and maintaining district wide services.
15. Track all request for information (RFI), proposal requests, construction change directives and change orders.
16. Review, log and file owner copies of shop drawing submittals.
17. Observe construction activities on a daily basis, or minimum of three times per week.
18. Attend regular construction meetings scheduled and led by the General Contractor.
19. Interface daily or a minimum of three times weekly with the General Contractor and Sub-Contractors.
20. Accompany the Architect and the General Contractor's Superintendent on the Architect's site visits.
21. Photograph project events to document progress and/or issues.
22. Review in detail all drawings and specifications for the projects(s). Understand the described construction scope of work, and be able to explain and summarize to other District personnel the scope of work and project requirements.
23. Create a weekly report to the Chief Financial Officer and Director of Operations.
24. Create and manage spreadsheets to track: submittals and shop drawings, pay requests, change orders, construction change directives and construction activities.
25. Create reporting forms for field reports and inspections.
26. Communicate regularly with the Architect regarding any issues or concerns the District has about the project(s).
27. Monitor and assist in facilitation of an "on-time" and "on-budget" project.
28. Bring all issues/concerns related to construction projects to the attention of the Architect and General Contractor.
29. Understand, identify and facilitate the key project milestones of the schedule provided by the projects' General Contractor.
30. Prepare and submit monthly project status update report.
31. Manage process and ensure compliance with requests for clarification, RFI's, Architect's supplemental instructions submittals, proposal requests, change orders, construction change directives, and project budgeting.

32. Document each day's activities with "Daily Activity Report" for distribution to District.
33. Participate in weekly Sub-Contractor coordination meetings.
34. Review project schedule and sequencing or planned work activities.
35. Authorize (recommend) on behalf of the District, having first been approved by the Architect change orders or construction change directives.
36. Authorize (recommend) on behalf of the District, having first been approved by the Architect, monthly pay requests that have been submitted by the General Contractor to the Architect.
37. Complete all trainings as required.
38. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **PHYSICAL REQUIREMENTS**

1. Repetitious hand movement, gripping, bending, lifting, stooping, squatting and kneeling.
2. Periodically climb stairs, ladders and work overhead.
3. Constant standing, moving and walking eight or more hours per day.
4. Frequently lift and carry 50 pounds.
5. Periodic maneuvering, pushing and pulling over 75 pounds.
6. Visual acuity.
7. Ability to hear and understand speech at normal room levels.

### **WORKING CONDITIONS**

1. Frequent exposure to extreme and/or inclement weather.
2. Hazards associated with a construction site and/or remodeling site inside, outside and around school facilities.
3. Work will include early mornings, evenings and weekends.
4. Travel to multiple work sites.

### **TERMS OF EMPLOYMENT**

1. Temporary position.
2. Adherence to board policies.
3. This is an "at-will" position.
4. Salary and work year to be established by the Board of Directors.
5. Performance evaluated per Support Staff Performance Evaluation Handbook.

Adopted Date May 2012 Revised Date April 2019

The West Des Moines Community School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status, sexual orientation, gender identity, genetic information, and socioeconomic status in its educational programs and its employment practices.