



**Job Title:                   Manager – Construction Projects**

## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:**           Exempt  
**Reports to:**           Appropriate Supervisor or Designee  
**Supervises:**           Appropriate Staff as required  
**Pay Grade:**           Professional – 6

**APPROVED**  
**ESCAMBIA COUNTY SCHOOL BOARD**

**JUNE 20, 2017**

**MALCOLM THOMAS, SUPERINTENDENT**  
**VERIFIED BY RECORDING SECRETARY**

## **JOB SUMMARY**

The purpose of this position is to effectively and efficiently manage the design, construction, start-up, and completion of the District's construction projects.

## **ESSENTIAL JOB FUNCTIONS**

- Develops scope and budget for School District construction projects.
- Assists in the selection of design professionals, assists the design professionals in each phase of the design, and coordinates with and assists instructional and curriculum personnel in the design and construction of each project.
- Evaluates project design for benefits to the District, liability, construction ability, ease of maintenance, and compliance with District guidelines.
- Oversees the bidding or negotiating of projects and change orders.
- Monitors the progress and various aspects of construction projects in accordance with SREF regulations.
- Coordinates with accounting personnel regarding work completion and authorization for payment.
- Manages assigned projects, optimizing safety, and efficiency, in accordance with the guidelines outlined in the Facilities Planning Handbook.
- Manages the District's roofing program.
- Interacts with District staff, maintenance and capital improvements personnel, school administrators, and other school personnel, state authorities, architects, engineers, managers, supervisors, contractors, and vendors to design, develop, and schedule projects, exchange information, resolve issues, provide service, motivate, negotiate, and mediate as necessary.
- Serves as a liaison with the Florida Department of Education for assigned areas of responsibility.
- Keeps Director – Facilities Planning informed of potential problems or unusual events.
- Keeps well informed about current trends and best practices in assigned areas of responsibility.
- Maintains expertise in assigned areas to fulfill project goals and objectives.
- Maintains a network of peer contacts through professional organizations.

- Attends training sessions, conferences, and workshops to stay current in areas of responsibility.
- Assists in developing the District budget and monitors its implementation.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Represents, consistently, the District in a positive and professional manner.
- Provides leadership and direction for the assigned areas of responsibility.
- Utilizes appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivering services, and evaluation of services provided.
- Provides oversight and direction for cooperative planning with other agencies.
- Sets high standards and expectations for self and others.
- Demonstrates initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Uses appropriate styles and methods to motivate, gain commitment, and facilitate task accomplishment.
- Facilitates problem solving by individuals or groups.
- Assists in implementing the District's goals and strategic commitments.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- Bachelor's Degree from an accredited educational institution in Building Construction, Engineering, Architecture, Construction Management, or related field.
- Minimum of five (5) years successful experience in an administrative, supervisory, technical, or professional position for the administration of construction facilities operation.
- Preference will be given registered engineers and/or architects or related equal experience.
- Must be able to obtain required certification.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of methodologies related to design, construction, and inspection of construction projects as well as process knowledge of various construction delivery methods.
- Requires the ability to display working knowledge and experience in the implementation of state statutes, state requirements for educational facilities, and School Board policies and guidelines related to construction.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to display skills in positive people management.
- Requires the ability to organize, manage time, and prioritize duties.
- Requires the ability to display possession analytical skills for problem solving.
- Requires the ability to display knowledge of construction techniques and budgets for construction.

- Requires the ability to display knowledge of county zoning building codes.
- Requires the ability to display knowledge of current research, trends, and best practices.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.
- Requires the ability to make recommendations that impact the budget and determine the allocation of budget among divisions.

**PHYSICAL DEMANDS**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. The work also requires the following physical abilities in order to perform the essential job functions: talking and visual acuity.

**WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**