

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	Construction Project Manager/Maintenance Supervisor		
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening. Valid Driver's License	REPORTS TO:	Director of Business Services and Superintendent
EDUCATION:	Bachelor's Degree in Facilities Planning, Architecture, Engineering, Construction Management or a related field, and/or 25 plus years' experience in construction.	FLSA Status:	Exempt
LENGTH OF WORK YEAR:	260/Days Year		
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.		
GENERAL JOB DESCRIPTION:	<p>The Facilities Project Manager must be knowledgeable of the CM/GC and hard bid contracting method. The position entails the daily management of construction activities to include budget, schedule, construction permits, architectural and engineering activities to support the design and construction process. The candidate must demonstrate proficiency at document control and distribution for the projects. The candidate must be able to review change orders for accuracy and monitor complex schedules. The candidate must prioritize, assign, and supervise daily work of the district's maintenance employees. The candidate will oversee all maintenance and custodial support for all buildings and property within the Klamath County School District.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets. Responsibilities include student safety and security.</p> <p>Salary is commensurate with experience.</p>		

QUALIFICATIONS:

1. Bachelor's degree in facilities planning, architecture, engineering, construction management or a related field, and/or 25 plus years' experience in construction management.
2. Ability to understand and interpret commercial construction and safety codes and requirements for schools.
3. Ability to understand and work with the bid process for public and governmental agencies in Oregon.
4. Ability to read blueprints and interpret architectural drawings and renderings.
5. Strong organizational skills.
6. Excellent oral and written communication skills.
7. Experience with CM/GC and hard bid construction processes and service contracts.
8. Experience with tracking and maintenance of program or project budgets.
9. Basic computer application skills including Microsoft Excel and Word.
10. Demonstrated flexibility in dealing with changing conditions.
11. Current First Aid/CPR card holder.
12. Lead Paint/Renovation Certification
13. Preference given to candidates with experience in governmental procurement process.

ESSENTIAL JOB RESPONSIBILITIES: Coordination, Planning and Scheduling of New Construction and Remodels:
(Not Necessarily Limited To)

1. Manages project scheduling and planning with outside vendors, contractors and all involved personnel.
2. Reviews, critiques and approves design and material solutions for facility improvement.
3. Coordinates inspections and corresponding permits in a timely manner.
4. Ensures construction procedures and materials comply with project specifications and quality control.
5. Coordinates purchasing, leasing and rentals associated with the new construction.
6. Administers project specifications to assure compliance with standards and codes.
7. Prepares change orders and monitors completion.
8. Maintains a log of contract activity history and research.
9. Acts as the owner's representative on the job site.
10. Works with architects and engineers.

11. Manages, supervises, assigns, and coordinates district personnel assigned to construction activities or in support thereof.
12. Assists in the preparation, development, and maintenance of project budgets, work orders and track contract status.
13. Responsible for all operations of District Maintenance Department.

14. Reviews invoices for complete and accurate information and resolves discrepancies.
15. Documents and files records of events and materials for transactions for all levels of the project.
16. Provides the Assistant Maintenance Supervisor and Director of Business Services with regular status reports of the project.
17. Provides complete sets of summarized history for projects with narratives, photos and spreadsheets upon project completion.
18. Performs related duties consistent with the job description and assignment.
19. Must be able to act and work independently without direct supervision or direct monitoring.
20. Handles project related correspondence and communications.
21. Researches and prepares the necessary documents to release a contractor's retained earnings and coordinates with the Klamath County School District Business Office.
22. Performs supervision and evaluation of Maintenance Staff.
23. Conducts safety meetings with construction crew.
24. Provide a safe working environment (safety meeting, OSHA rules and regulations).
25. Regular attendance is an essential function of this position.
26. Other duties as assigned.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					x
11-20 lbs.				x	
21-50 lbs.				x	
51-75 lbs.			x		
76-100 lbs.	x				
> 100 lbs.	x				
Maximum amount lifted by worker without assistance: 75					
If required, lifts over <u> 75 </u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					x
11-20 lbs.				x	
21-50 lbs.				x	
51-75 lbs.				x	
76-100 lbs.			x		
> 100 lbs.			x		
Maximum amount carried by worker without assistance: 75					
If required, carrying over <u> 75 </u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					x
11-20 lbs.				x	
21-50 lbs.				x	
51-75 lbs.			x		
76-100 lbs.			x		
> 100 lbs.			x		
Maximum weight of object pushed/pulled by worker: 75					
Distance: <u> 50ft. </u> Type of Surface: (i.e. level, carpet, tile): <u> level </u>					

Physician's Signature

Date