

**TITLE: ASSISTANT CHIEF, PROJECT MANAGER FLSA: NON-EXEMPT**

- QUALIFICATIONS:**
1. High school diploma or equivalent
  2. At least five years in building construction or trade experience with appropriate licensure.
  3. At least five year's project, program or personnel supervisory experience.
  4. Valid Florida driver's license.
  5. Holds OSHA certifications.
  6. Additional or alternative qualifications to the above as the Board may find appropriate and acceptable.
  7. Project Management Certification or Credential
  8. Experience with Gantt Chart, Excel Spreadsheets
  9. Flexible Hours

**REPORT TO: Senior Chief of Facilities and Maintenance**

**JOB GOAL: To assist in managing Facilities projects**

**SUPERVISES: Bus Drivers, Bus Aides, Routing Technician, Clerk(s) and Service Manager**

**PERFORMANCE RESPONSIBILITIES: \*Essential Performance Responsibilities**

- \* 1. Have the ability to communicate effectively, both written and verbal.
- \* 2. To be able to use computers and technology effectively.
- \* 3. Be highly organized, detailed orientated and have a strong attention to detail.
- \* 4. Establish and maintain effective communication and working relations with district and non-district personnel.
- \* 5. Have the ability to read/analyze/write blueprints, construction documents and permits.
- \* 6. Have the ability to discuss and coordinate facilities, maintenance and repair projects with supervisor.
- \* 7. Have the ability to interact with consultants, contractors and other tradesmen as necessary to monitor and inspect contractual work for compliance to standards of good workmanship in addition to conformance with plans and specifications.
- \* 8. Aid in inspections of facilities.
- \* 9. The ability to prioritize maintenance projects.
- \* 10. To be able to identify safety issues and insure that they are resolved in a timely and effective manner.
- 11. Have the ability to manage projects within the requirements of statute and contract.
- 12. Have experience with SREF (State Requirements for Educational Facilities) and FBC (Florida Building Code).
- \* 13. The ability to serve as a day-to-day contact regarding project execution and assist through all project phases.
- \* 14. Manage the overall prioritization of jobs/projects.
- \* 15. Assist/Oversee the full execution of assigned projects and duties assigned by supervisor.
- \* 16. Create and maintain written records and reports as necessary for Facilities administration.
- \* 17. Assist in the management of requests for changes and prioritize work based on business needs and available resources.
- \* 18. Attend project site meetings.
- 19. Assist in handling emergencies after normal working hours.
- 20. Perform other duties as assigned by supervisor.

**PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Noise level in the work environment is moderate.

**TERMS OF EMPLOYMENT:** Salary and benefits shall be paid consistent with the District's approved compensation. Length of the work year and hours of employment shall be those established by the Board.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.