

SUMTER COUNTY SCHOOL BOARD - JOB DESCRIPTION

TITLE: Lead Project Manager (Facilities/Maintenance)			
CLASSIFICATION: Professional	NEW: Yes	UPDATED:	FLSA STATUS: Exempt
REPORTS TO: Senior Chief, Maintenance and Facilities			
JOB GOAL: To effectively direct the function of maintenance, capital improvements, capital outlay, environmental, energy, safety and security programs. To maintain all property and school plants in good condition to assure optimum educational improvement.			
TERMS OF EMPLOYMENT: Salary and benefits shall be paid consistent with the District's approved compensation plan. 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 evaluation of personnel.			

QUALIFICATIONS:

1. High school diploma or equivalent
2. At least six (6) years of experience in building construction
3. Possess a valid Florida Driver's license
2. Ability to communicate effectively, both written and verbal
3. Supervisory experience in general contract construction and maintenance
4. Such additional or alternative qualifications to the above as the Board may find appropriate and acceptable
5. Ability to manage projects and contractors for the district
6. Experience or certified with State Requirement for Educational Facilities (SREF) requirements
7. Additional or alternative qualifications to the above as the Board may require

PERFORMANCE RESPONSIBILITIES: Essential duties end with an asterisk.

1. Assist in planning for new construction by participating in preconstruction planning conferences, coordinating required activities with the project architects, and performing liaison functions in all matters requiring Department of Education approval (i.e. plan approval, SREF, etc.). *
2. Coordinate required inspections and related engineering programs with public agencies. *
3. Supervise inspection of new building construction and recommend selection and appointment of workmen for each construction project built with the School Board serving as general contractor. *
4. Visit all construction projects at frequent intervals to assure that plans, specifications, codes, and regulations are being observed and followed. *
5. Supervise a quality control program for materials used in new construction and maintenance. *
6. Assist in preparing bid specifications for all construction materials. *
7. Review and approve for payment bills submitted by contractors, testing laboratories, consulting engineers, and surveying firms. *
8. Investigate reports of faulty workmanship or materials in new construction and maintenance, and take appropriate action under the terms of the guarantee. *
9. Maintain liaison with governmental agencies having jurisdiction over or providing services to school buildings. *
10. Verify engineering correctness of legal descriptions of property proposed for construction site. *
11. Make recommendations on time extension request, assessment of liquidated damages, and reviews color schemes submitted by contract architects. *
12. Investigate problems involving property adjoining school construction project sites. *
13. Maintain necessary records and prepare periodic reports for construction and maintenance. *
14. Examine school buildings in consultation with the principal or designee on a regular basis for needed repairs and maintenance. *
15. Establish and recommend priorities on repair projects. *
16. Estimate cost of repair projects in terms of labor, material, and overhead. *
17. Lay out and inspect work, supervise and assist crew members as needed. *
18. Order materials as needed, and make recommendations of supplies, and equipment for purchases. *
19. Assist with safety issues and insure that safety items are communicated and resolved in a timely and efficient manner. *
20. Utilize technology effectively to enhance tracking of projects. *
21. Create and maintain written records and reports as necessary for the administration of assigned duties. *
22. Supervise construction projects and district contracted builders. Also assist with supervision of district maintenance projects. *
23. Perform such other duties as may be assigned by the Superintendent or 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 twenty (20) pounds and occasionally lift and/or move up to one hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Noise level in the work environment is usually quiet.