

This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.

Job Title: Construction Project Specialist

Exemption Status/Test: Exempt/Administrative

Reports to: Director of Maintenance

Date Revised:

Dept./School: Maintenance

Primary Purpose:

Coordinate and oversee all new construction and renovation projects in the district from start to finish. Ensure compliance with all planning and zoning requirements.

Qualifications:

Education/Certification:

High school diploma or GED

Clear and valid Texas driver's license

Special Knowledge/Skills:

Knowledge of project planning and construction principles

Knowledge of mechanical and electrical design and installation

Knowledge of health and safety regulations

Knowledge of building codes, zoning ordinances, and the inspection certification process

Ability to read blueprints and schematics

Ability to conduct on-site inspections of all district facilities

Strong organizational, communication, and interpersonal skills

Experience:

_____ years construction project management, architectural, or engineering experience

Major Responsibilities and Duties:

Facility Construction and Repair

1. Supervise complex construction activities to build new or modify existing school, classrooms, facilities and/or other related buildings, including utilities, equipment installation and exterior improvements.
2. Serve as liaison to architects, engineers, and consultants to develop, review, and finalize project plans, drawings, schematics, and specifications. Coordinate and conduct project development and construction progress meetings.
3. Work with city, county, state, and federal officials to ensure conformity with codes and ordinances regulating district construction projects.
4. Develop and maintain construction progress schedules.



5. Conduct on-site inspection of construction projects to ensure conformance with construction documents, programs, and needs.
6. Inspect existing facilities and make recommendations for improvements as needed and establish and recommend priorities for repair projects.
7. Expedite documentation and completion of punch-list items and coordinate transition of building operation from general contractor to district upon acceptance of a facility.
8. Track warranty expiration dates and make final warranty check prior to end of warranty periods. Oversee warranty correction work.
9. Develop resolutions to complex technical problems where analysis of situations or data requires an in-depth evaluation of various factors.
10. Participate in the prequalification or approval process for architects, engineers, and contractors.
11. Consult faculty, administrative staff, and community to determine program-driven design needs.

Policy, Reports, and Law

12. Complete periodic reports of construction project progress and make presentations to the board.
13. Compile, maintain, and file all reports, records, and other documents required including coordinating the storage and handling of construction documents.
14. Follow district safety protocols and emergency procedures.

Budget and Inventory

15. Estimate cost of construction and repair projects, including labor, materials, and other related costs and assist with the preparation of bidding documents, including notice and instructions to bidders, drawings, and specifications.
16. Assist with the evaluation of formal bids and provide input into recommendations for the awarding of contracts for school board approval.
17. Review and authorize requests for payment from contractor(s) and designer(s).
18. Ensure programs are cost-effective and funds are managed wisely.

Safety

19. Maintain safety standards in conformance with federal, state, and insurance regulations.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; small hand tools; ladder; mechanical and electrical testing equipment; small truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Frequent moderate lifting and carrying (15–44 pounds)

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; work around moving objects or vehicles; work alone; may work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____