

# Hernando County School Board Florida

FLSA: Exempt, Non-Union

## FACILITIES PROJECTS CONSTRUCTION MANAGER

### **Required Qualifications:**

- Bachelor's Degree from an accredited university or college and one (1) year experience managing construction, architectural and/or engineering projects
- Or Associate's Degree from an accredited university or college and a minimum of five (5) years of experience managing commercial construction, architectural and/or engineering projects
- Or High School Diploma/GED and ten (10) years experience managing commercial construction, architectural and/or engineering projects.
- Have a general knowledge of the Florida Building Code
- Have a working knowledge of design and construction documents, including drawings and specifications
- Have a working knowledge of construction contracts and related documents, including project schedules, schedule of values, applications for payment, change orders, etc.
- Be able to budget, schedule, negotiate, and control costs
- Proficient in Microsoft Office and general computer software

### **Desired Qualifications:**

- Bachelor's Degree in Building Construction, Construction Management, Civil Engineering, or Architecture
- Have a working knowledge of 2014 (or most current) State Requirements for Educational Facilities (SREF), as published by the Florida Department of Education
- Three (3) or more years of experience in the design, construction or management of public K-12 school projects
- Have a working knowledge of AIA documents.

### **Performance Responsibilities:**

- Assist in the review of drawings and specifications of capital projects
- Coordinate all special projects as indicated by the Director of Facilities & Construction or designee
- Coordinate all environmental surveys, studies and permits, including asbestos abatement, soil borings, etc., relating to assigned projects
- Assist with coordinating outside consulting and contracted services as needed
- Assist in preparation of Board Agenda Items and Board Workshop Items as requested
- Sustain focus and attention to detail
- Review and coordinate the development of plans, specifications and other contract documents for conformance with district design and construction standards
- Coordinate construction project bidding and award
- Monitor the progress of construction to ensure compliance with district design and construction

standards and industry standards for quality workmanship

- Review and approve progress payments to consultants and contractors.
- Serve as single point of contact and coordinate all communications between school employees, district staff, design professionals and contractors for projects assigned, protecting the best interests of the district and school operations.
- Organize and maintain electronic project documentation as directed by the Manager of Planning, Design and Construction
- Perform other duties as assigned by the Manager of Planning, Design and Construction and/or designee.

**Physical Demands:**

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Manager of Planning Design and Construction and/or designee

**Evaluation:**

Annual evaluation done by the Manager of Planning Design and Construction and/or designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category D

**Job Code:**

74024

Board Approved: 11/02/89

Revised: 01/20/09, 03/03/09, 05/17/11, 06/10/14, 7/6/2015, 11/7/17, 06/25/19, 05/25/21, 08/24/221