

BARROW COUNTY SCHOOL SYSTEM

Job Description



Position Title:	Project Manager		
Division Department:	System Operations		
Pay Grade:	Grade 49	Pay Type:	Salaried-Exempt
Employment Term:	236 Days		
Reports to:	Assistant Superintendent for System Operations		
MINIMUM QUALIFICATIONS			
<p>Bachelor's Degree in job related area, or any combination of education, training, and / or experience which demonstrates ability to perform the required duties. Job related experience within specialized field with increasing levels of responsibility is required. Preferred qualifications include graduation from a recognized college or university with a bachelor's degree in engineering, architecture, business administration, or other related field, and five years of increasingly responsible full-time professional experience in construction project management.</p>			
GOAL			
<p>Assist in the planning, organizing, and management of construction projects within the district to meet defined requirements and ensure goals and objectives are accomplished within the designated time frame and funding parameters</p>			
REPRESENTATIVE DUTIES & RESPONSIBILITIES			
<ul style="list-style-type: none"> • Facilitates the coordination of planning and design associated with new facilities and renovation projects in the school district • Coordinates assigned construction bids and projects • Prepares formal specifications, bids, quotes, proposals, and qualifications for services • Develops and administers contracts for both construction and design services • Liaison between the school, architects / contractors, and Barrow County Schools Stakeholders • Monitors construction by non-district personnel and/or companies, ensuring compliance with design plans, building codes, and applicable industry standards • Coordinates school level enhancement and renovation projects • Coordinates changes in building plans, including change orders, with school system administrators • Keeps building administrators and other Barrow County Schools Stakeholders informed regarding projects at the building/school • Manages inventory of building plans, specifications, and other such construction documentation • Examines and reports on the status of construction pay requests • Communicate and coordinate with the Georgia Department of Education regarding project and program details, submissions, and other requirements • Maintains required confidentiality • Must have excellent time management skills and effectively multitask with high priority projects • Ability to perform duties with awareness of and adherence to all district requirements, policies and procedures • Proficiency in the use of computers for communication by e-mail, word processing, and development and maintenance of spreadsheets • Adheres to all safety requirements • Demonstrates prompt and regular attendance • Ability to read, analyze and interpret specifications, blue prints, common professional journals, financial reports and legal documents • Ability to respond to common inquiries, complaints from staff, parents, regulatory agencies, or members of the community • Ability to develop and present information effectively to senior District management, the Board of Education, or other public groups • Ability to apply moderately complex mathematical and statistical concepts such as percentages, averages, tendencies, trends and norms • Communicate effectively with others clearly and concisely in both oral and written form • Gather and coordinate stakeholder input as needed • Ability to define problems, collect data, establish facts, and draw valid conclusions • Ability to establish and maintain effective working relationships with staff and the community and to perform duties with awareness of and adherence to all District requirements, policies, procedures, and practices • Performs other duties and responsibilities as assigned 			

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IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Assistant Superintendent of Personnel & Planning.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

WORKING ENVIRONMENT

While performing the duties of this job, the employee is frequently required to sit for extended periods of time. The employee is also required to talk, hear, stand, walk, climb, kneel stoop, and travel to and within school campuses. The employee may be required to use hands to handle, feel and/or reach. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus. May come into contact with hazardous materials requiring appropriate knowledge of, familiarity with, and use of personal protective equipment. Must be able to work through various climates and outside conditions that may involve hazardous work areas with large machinery, sharp tools and devices, falling objects, exposure to dust, debris, loud noises and/or other items associated with construction activity that may require appropriate safety attire.

Adopted: 2017

Revised: 2024