Title: **Special Systems Project Manager** Pay Grade: 307
Reports to: Administrator Assigned FLSA: Exempt
Department: Operations Length of Assignment: 226 days

## Summary

Assist with new construction projects for the district. Coordinate and direct all activities and personnel involved in the implementation and completion of projects and contracts, including but not limited to design, scheduling, construction, and contract compliance. Support special systems to include, but not limited to, public address (PA) systems, radios, cameras, and intruder alarms. Adhere to federal and state laws, as well as district policies, procedures, and regulations.

## Essential Functions

1. Serve as liaison to architects, engineers, and consultants to develop, review, and finalize project plans, drawings, schematics, and specifications.
2. Assist Construction Project Manager II in the review of project plans, drawings, schematics, and specifications.
3. Assist Director of Construction and Emergency Management in assigned projects.
4. Must be familiar with city, state, and federal construction codes and ordinances regulating district construction and special systems requirements.
5. Conduct on-site inspection of assigned projects to ensure conformity with construction documents and programs and provide inspection reports as needed.
6. Inspect facilities and make recommendations for improvements as needed.
7. Develop and maintain construction and special systems progress schedules.
8. Coordinate final transition of building operation from general contractor to district upon acceptance of a facility.
9. Complete periodic reports of construction and special systems project progress and prepare presentation for administration and Board of Trustees.
10. Assist with the storage and handling of construction documents.
11. Compile, maintain, and file all reports, records, and other construction and special systems documents required.
12. Review and approve requests for payment from vendors following the district's payment approval process.
13. Maintain safety standards in conformance with federal, state, and district insurance regulations.
14. Demonstrate responsibility for the compliance of the federal and state Environmental Protection Agency (EPA) mandates in regard to any environmental issues.
15. Attendance at the work site is required to meet essential functions of the job.

## Other Responsibilities

1. Participate in professional development activities as required by the district.
2. Follow established safety procedures and techniques to perform job duties; support district/department goals.


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3. Maintain a professional code of ethics and perform other duties as assigned.

**Qualifications**

Bachelor's degree in architecture, construction management, or engineering, and one year of experience in construction oversight/project design or a Bachelor's degree with three (3) years of experience in construction oversight/project design. Must be familiar with the design and installation of all construction disciplines. Knowledge of and experience with various construction methodologies. Familiarity with school maintenance and operational functions preferred. Ability to read and interpret blueprints. Valid Texas/New Mexico driver's license; subject to the district's drug and alcohol screening policy and regulation; must be insurable by the district's auto liability insurance carrier.

**Mental Demands/Physical Demands/Environmental Factors**

Able to work in all types of weather, work indoors and outdoors to conduct on-site inspection of assigned construction projects, and around operation machinery, deep excavations, loud noise, dust fumes and on high scaffolding. Position involves constant district-wide travel, lifting and carrying items weighing over 50 pounds, climbing ladders, bending, stooping and crawling in and around confined space. Available to receive calls at night, on weekends, and holidays.

**Approvals**

Original approved and signed document located in the Ysleta ISD Human Resources Department.


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