



CONSTRUCTION SENIOR PROJECT MANAGER

**Job Code: 283CSP
Bargaining Group: PEA/6
REVISED March 24, 2017**

Position Summary

Coordinate and manage the planning and completion of assigned construction and maintenance projects. Coordinate project development, design, specifications, bid process, contract administration, quality control, financial management, and technical documentation.

Reporting Relationship

Report to a department manager or unit supervisor.

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Plan and manage assigned construction and deferred maintenance projects from design through completion, according to project time lines, budgets, state and federal regulations.

Coordinate the work of assigned project team, contractors, consultants and other assigned personnel; provide technical direction and support as needed.

Work with the assigned team for each project to make appropriate project decisions to maintain project control within scope of authority.

Develop complex project cost estimates and feasibility analyses.

Identify events that could alter the scope, budget, and schedule of the project and develop contingency plans for meeting objectives. Analyze, compare and evaluate various courses of action and make independent decisions under the general direction of the department manager on matters of significance within the scope of position responsibilities

Identify the need for external consultants and contractors. In consultation with the department manager, negotiate contracts with the same. Monitor and evaluate performance of consultants and contractors.

CONSTRUCTION SENIOR PROJECT MANAGER

Responsibilities (continued)

Manage contracts, identify technical issues and monitor project activities for compliance with state and federal regulations and standards, and Saint Paul Public Schools (SPPS) policies, goals, and objectives.

Evaluate, negotiate, and resolve contract and technical issues for assigned projects.

Lead the monitoring of project worksites, evaluate project status and documentation, and assure the projects meet job specifications, budget, schedule, quality and productivity goals.

Observe the construction of district buildings.

Assure that all project deliverables and services are on schedule and meet the District's standards.

Meet regularly with the project team to identify progress and problems that may arise. Establish plans to deal with any issues that come up.

Examine plans and specifications for district buildings prepared by external consultants and contractors and propose changes as required to ensure projects are implemented using the most suitable project delivery methods and best practices consistent with SPPS standards, or industry best practices.

Participate in the support and updating of the Facilities Master Plan as requested.

Interface with, and use, accounting, procurement and project management software.

Communicate orally and in writing with peers, building staff, administration, parents and community members related to project design and construction.

Contribute to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.

Perform other related duties as assigned.

Knowledge, Skills and Abilities

Considerable knowledge of building codes, ordinances, standards and regulations including, but not limited to, Minnesota State Building Code, ANSI A117.1, the Americans with Disabilities Act, and City of St. Paul zoning and related legislation.

CONSTRUCTION SENIOR PROJECT MANAGER

Knowledge, Skills and Abilities (Continued)

Considerable knowledge of the methods and practices for project planning, designs, technical plans, specifications, estimates, and reporting for construction and deferred maintenance projects.

Knowledge of the materials, method and techniques used in infrastructure projects for school system buildings.

Knowledge of federal and state safety rules and regulations, including those of the Occupational Health and Safety Administration (OSHA).

Communication skills for engagement.

Detail and process organization skills.

Technical / software / filing abilities.

Skill in utilizing computer systems in the performance of job responsibilities.

Skill in data management, recordkeeping, research, analysis and reporting.

Skill in reading and interpreting blueprints, designs, estimates, plans and specifications.

Skill in analyzing problems, resolving disputes and developing effective solutions.

Skill in assessing and prioritizing multiple tasks, projects and demands.

Ability to communicate effectively with individuals and groups.

Ability to communicate effectively orally and in writing.

Ability to gather data and report to the team and management.

Knowledge of current construction trends and alternative construction approaches.

Experience in developing multi-million dollar facilities planning, projects and project documents

Ability to anticipate or identify problems, resolve issues and develop solutions.

Ability to read and interpret architectural plans/specifications.

Ability to assess qualifications and capabilities of contractors

**CONSTRUCTION SENIOR
PROJECT MANAGER**

Ability to ask questions and analyze answers whenever necessary to understand and identify deviations from normal processes and procedures.

Minimum Qualifications

Bachelor's Degree with an emphasis in Construction or Project Management or related field and 8 years of experience in either educational, institutional, or commercial construction or equivalent experience.

Preferred Qualifications

Experience/success managing to scope, schedule and budget for mid- to large-complex construction projects.

Leadership in Energy and Environmental Design (LEED) Accredited Professional.