

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

PROJECT MANAGER II

QUALIFICATIONS

- Bachelor's Degree in Architecture, Building Construction, Engineering, Business, or a related field.
- Seven (7) years experience in engineering, architecture, or construction management.
- Knowledge of computer applications as related to specific job functions.

REPORTS TO Executive Director For Facilities Planning

SUPERVISES No supervisory duties

POSITION GOAL

To assist the Executive Director for Facilities Planning with developing and implementing the Five Year Capital Plan by identifying facility needs and managing approved projects beginning with program development through design until completion of construction.

PERFORMANCE RESPONSIBILITIES

1. * Coordinate identification, design, approval, bidding, and contract administration of capital improvement projects.
2. * Develop architectural and engineering material, equipment, and construction standards for all projects.
3. * Review plans and specifications for all projects, including those prepared by outside architects, for good architectural practices, compliance with Board policies and standards, and Department of Education statutes, rules, and codes.
4. * Coordinate with Office of Educational Facilities and Department of Education regarding plan submittal and review of adherence to their procedures and rules.
5. * Provide professional assistance to schools and all other staff members.
6. Perform other duties as assigned by the Executive Director for Facilities Planning.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
AO-12-G \$52,937 - \$83,341
M-12 D-258 H-1935

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **6**
EEO-5 Line **44**

Function **7400**
Survey Code **74013**
Job Code **6304**

ADA CODES

2 **Light Work**
3 **A-C/E/L-M/O-P/T-V**
4 **A - C / F / H**

BOARD APPROVED

May 11, 1993