

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### PROJECT MANAGER

### QUALIFICATIONS

- A Bachelor's Degree in Architecture, Engineering, Construction Management or related management discipline.
- Florida licensure as an Architect, Engineer, General Contractor, or Building Code Administrator, or ability to obtain same within 12 months of initial employment is preferred.
- Five (5) years of architectural, engineering, or construction project management experience, including construction administration and general major project management administrative duties.
- Knowledge of computer applications as related to specific job functions.

### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications as related to specific job functions.
- Knowledge of capital project planning, budget estimating, and activity project scheduling.
- Ability to manage project planning and design development to include appropriate stakeholders to achieve overall project and budget goals.
- Ability to prepare and present to senior District leadership and the public project plans, details, goals, budget, and scheduling through visual displays and public speaking.
- Knowledge of the Florida Building and Florida Fire Prevention Codes.
- Knowledge of Florida Statutes relating to educational facilities.
- Knowledge of Chapter 6A-2.0010, F.A.C.
- Ability to accurately read and interpret construction drawings and specifications.
- Knowledge in the safe and proper use of temporary access elements and personal safety equipment on construction sites.

### SUPERVISION

**REPORTS TO** Executive Director of Operations  
**SUPERVISES** No Supervisory Duties

### POSITION GOAL

***To assist the Executive Director of Operations with developing and implementing the Five Year Capital Plan by identifying facility needs, budget planning, and managing approved projects beginning with program development through design until completion of construction.***

### PERFORMANCE RESPONSIBILITIES

1. \*Organize and/or coordinate preparation of scope of services, designs, and specifications for capital outlay projects.
2. \*Direct identification, design, approval, bidding, and contract administration of capital improvement projects.
3. \*Develop architectural and engineering requirements, scope of work, equipment, and construction standards for all projects.
4. \*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.
5. \*Coordinate with Office of Educational Facilities and Department of Education and Authority Having Jurisdiction regarding plan submittal and review of adherence to codes, procedures, and rules.
6. \*Provide professional assistance to schools and all other staff members in planning small projects and budgets.

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- 7. \*Assist in identifying facilities repair and replacement needs throughout the District and recommend priorities of projects within capital outlay revenue projections.
- 8. \*Develop feasible project schedules and budgets in planning major and minor projects.
- 9. Perform other duties as assigned by the Executive Director of Operations.

*\*Denotes essential job function/ADA*

## EQUIPMENT / MATERIALS

Construction safety and personal protective equipment; digital measuring equipment and measuring devices.

## PHYSICAL REQUIREMENTS

**Light Work** Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

## PHYSICAL ACTIVITIES

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Climbing** Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.  
**Bending** Lowering the body forward from the waist.  
**Reaching** Extending hand(s) and arm(s) in any direction.  
**Pushing** Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.  
**Lifting** Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.  
**Finger Dexterity** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.  
**Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.  
**Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.  
**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

**Indoors/Outdoors** The worker is subject to both environmental conditions. Activities occur inside and outside.  
**Noise** The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.  
**Hazards** The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to high heat or chemicals.

## TERMS OF EMPLOYMENT

**PAY GRADE**  
AO-07-E \$71,237 - \$109,172

District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

**POSITION CODES**  
PeopleSoft Position TBD  
Personnel Category 06  
EEO-5 Line 44  
Function 7400  
Job Code 6302  
Survey Code 74013

**FLSA**  
 Applicable  
 Not applicable

ADA Information Provided by Joseph Ranaldi  
Position Description Prepared by Joseph Ranaldi

**BOARD APPROVED**  
March 14, 2017

Previous Board Approval **May 11, 1993**