

JOB DESCRIPTION

POSITION TITLE: Construction Manager	JOB CODE: 489C
DIVISION: Operational Support	SALARY SCHEDULE: Prof/Supervisory Support Annual
DEPARTMENT: SPLOST	WORK DAYS: 238
REPORTS TO: Director, SPLOST	PAY GRADE: Rank C (NK03)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Coordinates the Construction phase of SPLOST construction projects and activities	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree or it's equivalency required (2 years of similar work level experience= 1 year of college) A combination of experience and education may be used to meet the Bachelor Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement; Degree in Architecture, Engineering, Planning, or Building Construction preferred
2.	Certification/License Required: None; Professional License in Project Management preferred; Valid Georgia Driver's License required
3.	Experience: 5 years of experience in architecture, engineering, or construction management; experience with construction of K-12 school projects preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; may require lifting or moving objects at times; travel from site to site within the county; ability to climb ladders
5.	Knowledge, Skills, & Abilities: Written and oral communication; ability to interact effectively with architects, engineers, contractors, school principals, and members of the community; excellent planning and organizational skills; ability to manage time with flexibility; leadership ability to manage projects; knowledge of budget management; computer technology skills with knowledgeable use of project management software; construction costs estimation

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assists Program Manager with development of project budget and schedule.
3.	Prepares and/or coordinates preparation of detailed cost estimates at various stages in design to assure adherence to project budget.
4.	Administers construction contracts for assigned SPLOST projects
5.	Participates in development of updated District Educational Specifications and Guide Specifications as required.
6.	Conducts regular reviews of project plans, specifications, and submittals in order to be thoroughly familiar with requirements so that non-compliance items will be readily recognized during routine visits and project progress evaluation.
7.	Coordinates and supervises efforts of District construction inspectors.
8.	Conducts on-site visits as required for the purpose of monitoring and reporting those items found not to be in compliance with drawings and specifications.
9.	Submits documentation in writing concerning items in non-compliance to architect, contractor, and project file.
10.	Represents owner in joint weekly meetings between architect, contractor, and owner.
11.	Maintains a daily log of weather conditions, circumstances, and situations which create and/or contribute to a delay in project progress.
12.	Provides project summations, status of projects, and other reports as needed.

13.	Reviews contractor's monthly pay requests for comparison and accuracy of percentage of work completed versus percentage anticipated and materials/supplies stored on-site and recommends approval to Director.
14.	Reviews and enters appropriate comments in project progress log in a timely manner.
15.	Reviews and provides recommendations to the Director for change order items requested by the contractor, project architect, and/or Cobb County School District.
16.	Assists with the development and coordination of specifications and drawings for separate contract items not included in the General Contract.
17.	Provides written reports and documents for project files and secures completion documents, guarantees, affidavits, certificates, etc., required by contract documents check-off list.
18.	Recommends to Director when project is suitable for Final Completion Certificate.
19.	Provides follow-up and coordination of service for items under warranty through project architect
20.	Develops simple diagrams, sketches, and drawings for use in cost estimating, inquiries, and construction.
21.	Performs other duties as assigned by appropriate administrator.

Note: This position will be funded through the Special Purpose Local Option Sales Tax (SPLOST) and may be eliminated when the funding expires.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____