



# Northside Independent School District

## DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: P0907112

### JOB ANNOUNCEMENT

REPOSTED

#### BOND CONSTRUCTION PROJECT MANAGER

Facilities & Operations Department

Closing Date: Open Until Filled

#### JOB DESCRIPTION

The Bond Construction Project Manager, under the supervision of the Director of Facilities Construction, assists in the coordination and implementation of all technical and administrative activities between the School District, Design Consultants and Contractors in support of the Northside ISD Bond Construction Program.

#### EDUCATION/CERTIFICATION

- Associates Degree required, Bachelor's Degree (preferred) in Architecture, Engineering, or Construction Management
- Minimum 5 years experience in Commercial Construction Management and Contract Administration
- Registered Architect or Engineer. (preferred)
- Professional experience in public funded projects required.
- Must have satisfactory outcome of fingerprinting check prior to starting employment. Non-refundable fee paid by employee.

#### ADDITIONAL QUALIFICATIONS

- Ability to coordinate the planning and construction administration of multiple projects simultaneously.
- Knowledge and experience in planning, design and construction administration of complex public school facilities construction.
- Knowledge of Federal, State, and local building life safety codes, building codes including the Americans with Disabilities Act requirements.
- Skilled in personal computer use and communicating effectively, both verbally and in writing.

#### DUTIES AND RESPONSIBILITIES

1. Serves as primary administration coordinator on major bond construction projects by continuously monitoring projects from design to completion of work for accommodation of the intended function of all phases of the project.
2. Meets with and advises outside architects/engineers and campus representatives/coordinators of progress and delays as well as involving them in the solution of problems of design or budget as appropriate.
3. Develops a document management system for project files for use on site by inspectors, architects/engineers, consultants and Facilities Management staff consisting of AutoCAD drawings, specifications, addenda, change orders, correspondence, shop drawings, job logs, periodic estimates, payments, updated progress schedules, budget status, and check list for required submittals.
4. Assures that architects/engineers fulfill their contractual responsibility in a timely manner during the entire project including thorough project visits, interpretation of contract documents, design of changes, correction of errors and omissions, review of shop drawings, approval of submittals in a timely manner and certify completion within requirements of contract documents.
5. Supervises design and drafting of in-house architectural plans and specifications for construction of assigned bond projects utilizing Computer Aided Design.
6. Observes work in progress to insure that methods and materials used and procedures followed are in conformance with specifications, laws, regulations, codes, standards, and other guidelines.
7. Assists architect/engineer and/or Director of Facilities Construction in performance of punch list inspections; assures satisfactory and timely completion of all items recorded on such inspections by contractor.

#### TERMS OF EMPLOYMENT\*

**SALARY:** \$54,459 - \$64,076

**PAY GRADE:** B50

**WORK DAYS:** 236

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PCN: P6M0A610 00007

\* Funding for this position is contingent upon available appropriations resulting from bond sales. Salary appropriations from present bond sales are anticipated to be available through August 2012. Future bond issues and sales are expected and may indefinitely extend the necessity to provide funds for this position.

For consideration, interested persons and NISD Classified/Auxiliary personnel must complete a Professional Online Application at [www.nisd.net/hr](http://www.nisd.net/hr), and submit a Letter of Intent form and resume. NISD Professional personnel need only submit the Letter of Intent form and resume. Submit your Letter of Intent form and resume, no later than the closing date, to:

Northside ISD - Human Resources Department  
5617 Grissom Road  
San Antonio, Texas 78238  
(210) 397-8600

*Northside ISD is an Equal Opportunity Employer*