

Blackwater Community School Job Description

SCHOOL CONSTRUCTION: PROJECT MANAGER

Job Title: School Construction Project Manager

Department: Facilities/ School Construction

FLSA Status: Exempt

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PROJECT DESCRIPTION:

The Blackwater Community School (A BIE funded P.L. 100-297 Grant School) is seeking a Construction Project Manager to manage project for a new approximate 88,547 square foot school facility to include K-5 Classrooms, Administration, Cafeteria, Media Center and Gymnasium. The new school facilities will be located on the existing school site at 3652 East Blackwater School Road in Coolidge, Arizona. The new school facility will be located on the existing property of approximately 7.5 acres. Currently the project is well in to half-way completion and expected to be completed by July 2021.

Project Delivery Method:

The Blackwater School Board of Trustees and the Community have chosen to have a Design-Build option for the delivery of this project.

Terms of the Position:

The position will be a term position for no more than 12 months and may be earlier depending on construction progress of the new school. School is also open to have the Project Manager on a "Consulting Basis" if the need be.

Reports to: This position will report to the School Principal and the BWCS School Board of Trustees, relating to construction issues, and including the creation and management of a construction schedule, overseeing the construction budget, and managing the construction project to ensure that it is successfully completed by any and all contractors and subcontractors.

Qualification & Experience:

- Bachelor's degree in Engineering or Architecture from an accredited college or university or
- Associate of Arts Degree in Construction or Building Technology or related fields.
- Certification as a registered Design-Build Associate or Professional (DBIA) is preferred for design-build projects.

- Since this Project requires LEED Certification professional certification through the US Green Build Council is desirable and at a minimum the candidate should reference specific LEED projects in their past work history.
- Five (5) or more years of employment with an Architect or Engineering firm or firms where the primary duties of employment included management of projects for the planning, design, and construction of buildings.
- Five (5) or more years of employment with a construction company or construction management firm where the primary duties included management of construction projects with an A-E firm and construction contractor or
- Five (5) or more years of employment with a public agency (Federal, State, Tribal) where the primary duties included the management of projects for planning, design, and construction of buildings.
- Candidate with the experience and knowledge in Design-Build method of procurement and delivery will be given preference.

Other Essential Requirements:

- Valid Arizona DPS Fingerprint Clearance Card
- Ability to Pass National Criminal Background Screening
- A Detailed Resume which must include the following:
 - (i) List at least five (5) school projects of approximately 80,000 square feet where you participated as a Lead Project Manager
- An understanding of Americans with Disabilities Act construction issues, as well as of TERO rules and regulations on the Gila River Indian Community.
- Strong knowledge base pertaining to project controls construction costs, alternate materials, methods, construction documentation and sequencing, value engineering techniques, and building/occupancy laws is necessary.
- Financial knowledge and aptitude
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, production methods and coordination of people on resources.
- Competent technology skills, including proficiency with Microsoft Office, Microsoft Project and Adobe Acrobat, as well as computer-generated design, engineering and construction software used in these fields.
- Strong interpersonally, negotiation and communication skills.
- Demonstrative project management skills.
- Ability to travel to Blackwater Community School to oversee this project.
- Ability to work early or late hours and weekends as required.

WORK SCHEDULE:

The Construction Project Manager position is a full-time, salaried and exempt position during the period of construction unless the applicant being hired on a 'consulting basis'. Hours worked will be week days at least 8:00 a.m. to 5:00 p.m., or a mutually agreed upon schedule. Evening and/or weekend work may also be required. Regular daily work week presence is negotiable.

SALARY AND BENEFITS:

Salary may be paid by configuring an hourly wage, or in a salary hourly or in a lump sum, and will be negotiated with the School and its attorney based, depending on experience and education. There are no benefits paid out other than salary.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Assist the School Board & administration in drafting any and all bid announcements for general contractor(s) and other project consultants
- Assist in evaluating and hiring the team of qualified, quality general contractors and other project consultants for this project, and be able to work with the BIA officials
- Negotiate contracts, along with the school attorney, with construction team members and consultants
- Evaluate and report to the Board regarding whether each contractor has adequate bonding and/or other performance bonding or insurance.
- Communicate with the BIA design and general contractor and other members of the construction team, as the Owner's (School) representative.
- Develop appropriate measures to manage development risks, including financial risks, contractor risks, solvency of project, and site safety risks, through consistent vigilant and contingency planning.
- Review pay applications, progress payments and invoices
- Monitor the project's budget status, budget reconciliations and status of payments to vendors.
- Evaluate and process change orders, which must be approved by the School Board in advance, in a timely manner.
- Monitor contractor compliance with applicable insurance provisions and employee status and pay rates, including but not limited to all TERO rules and regulations which are applicable in this construction project.
- Monitors liens and lien waivers.
- Conduct job site visits and inspections with the BIA design team members, architects, and general contractor to review safety, quality control, adherence to schedule, cleanliness, and budget, and be available to the design teams, the general contractor and the School as needed.
- Insure that proper documentation is maintained both in hard copy form and electronic versions, including but not limited to all change orders, as well as red line drawings, plans, any and all other documents related to the project.
- Deliver project on schedule, on budget and in the highest standard of quality.
- Develop and coordinate plan for punch out (punch list) and turnover of the project with construction team and asset management team in a timely fashion, to insure that there are no remaining faults or defects in the completed project.
- Coordinate the warranty walk-through after the project is complete and operational, and create punch list and ensure all items are completed.

- Manages post-construction issues until the job is fully completed.
- Have no conflicts-of-interest with any of the contractors, subcontractors or vendors, and no financial, professional, or business relationships with any of the vendors, contractors or subcontractors.
- Other construction-related tasks as assigned by School Board (Owner).
- Ability to uphold organizational values by working ethically and with integrity.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms and smell. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts; outside weather conditions and extreme heat. The employee is frequently exposed to extreme cold and vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

I, _____, have reviewed this job description and confirm I am able to perform the essential duties of the position with or without reasonable accommodations.

Signature

Date