

## Job Form

The below information is for a job that a user would like to post within your school system.

**Job Number** 2100007561

**Created by** ZZZreuse22

### Visibility Constraints

**\*Job Status** Expired

**\*Job Posting Type** At Large

**Open Date** 10/01/2010

**Closing Date** 12/08/2010

**\*Archived ?** Yes

**\*Building/Department** Facilities and Asset Management

**Additional Users who should see this posting:**  2Facilities  
*This does not override their access rights.* ([Help](#))

**\*PPS Job Announcements** Facilities and Asset Management-Project Manager II-1.0 FTE

**Salary Schedule** Please refer to the Non Represented Grade D, for a 260 work year.  
[Look up Salary Schedule](#)

**\*Job Type** Administrative - Central Office - Administrative - Non-Represented - Other

**POSITION PURPOSE:** Represents Portland Public Schools in managing construction projects as a Project Manager. Prepares the scope of work, budgets and schedules for the Assistant Director of Project Management for the Recovery Zone Bond Program. Manages design and construction process for assigned projects utilizing best project management procedures, best business practices and industry standards. Coordinates permit process with City staff, consultants and other applicable agencies. Responsible and accountable for project communication and completion of projects on time and on budget.

#### Key Responsibilities & Performance

1. Conducts project meetings and proactive issue resolution.
2. Responsible for management of multiple project budgets and schedules.
3. Prepares and distributes status reports regarding project schedule and budget.
4. Reviews and recommends payment of invoices from professional service providers, consultants and contractors.
5. Manages design and construction activities as part of the project team and acts as a liaison with school staff to insure minimal impact with on going school programs.

- Job Type Description**
6. Negotiates contract amendments with architects and engineering consultants and provides necessary documentation for the preparation of contract amendments for approval by Assistant Director of Project Management or their designee.
  7. Manages production of design and contract documents prepared by architects and engineers.
  8. Prepares bid analysis and recommends contract award to the Assistant Director of Project Management.
  9. Provides necessary documentation for the preparation of construction change orders for approval by the Assistant Director of Project Management or their designee.
  10. Prepares documentation necessary for contract administration, including change orders, permits, A/E invoices, contractor payment requests and material/equipment for approval by the Assistant Director of Project Management or their designee.
  11. Monitor and inspect projects through various phases of construction.
  12. Coordinates compliance with all contract documents, applicable codes and regulatory agencies; closeout of contracts and permits.

**Minimum Qualifications:**

1. Bachelor's Degree or equivalent experience.
2. At least five years experience in managing design/construction activities in a variety of settings.
3. Thorough knowledge of preparing and administering construction contracts, including change orders.
4. Demonstrated knowledge of space planning, best maintenance practices, construction methods and construction trade practices.
5. Must be able to develop budgets, schedules and estimates with project information and details.
6. Proficient in a variety of software applications including computer design systems.
7. Must be a licensed driver with personal auto with personal liability insurance.
8. Strong verbal and written communication and negotiation skills.

**Preferred Qualifications:**

1. Bachelor's Degree in Engineering, Architecture, Construction Management or related field.
2. Direct Experience in managing ESPC projects.
3. Proficient in scheduling and estimating projects.
4. Ability to prepare draft agreements and other project related documentation

Registered Engineer or Architect; Certified Project Manager, or Construction Manager.

\*\*Please note that this is a temporary, one-year assignment.

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**Internal No. (optional)** NREP-KO

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**PAT Internal Transfer Process Applicants Only**

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**Start Date**

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**Replacing**

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**Salary: From** 59,490.00

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**Salary: To** 73,077.00

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**Duty Days** 260

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**FTE (or hrs/week)** 1.00

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**Additional Job Information**

No employee or applicant for employment shall be subjected to discrimination because of race, color, religion, national origin, sex, age, disability, or sexual orientation. School District 1-J complies with the Immigration Reform and Contract Act of 1985 (IRCA) as amended and the Americans with Disabilities Act (ADA) of 1991.

In order to be considered for the position, a Management/Non Represented application must be submitted.

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**Technology Literacy**

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**Coaching and Interest Areas**

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**Clerical / Secretarial**

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**Maintenance**

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**Cafeteria Personnel / Manager / Cook**

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**Nursing**

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**Technology Specialist**

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**Endorsements**

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**Grades**

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**Link**

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**Questionnaire**

*Applicants will be required to fill-out when applying to this job*

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