

**Anoka-Hennepin Independent School District #11**  
**Job Description**

**Title:** Buildings & Grounds Construction Project Manager  
**Department:** Buildings & Grounds  
**Reports to:** Director of Buildings & Grounds  
**Prepared Date:** June 2023

**SUMMARY OF RESPONSIBILITIES**

Manage and supervise construction projects of various sizes and scope throughout the Anoka-Hennepin School District.

**DUTIES AND RESPONSIBILITIES**

- Develop bid documents, advertisements for bid notices, construction schedules, and project costs.
- Review and assess construction products to be incorporated into design solutions and building replacement components.
- Make site visits to construction sites to ascertain contractors' performance level and compliance to bid documents.
- Review construction practices of outside contractors to evaluate their ability to complete projects within required cost parameters and timeline requirements, and their compliance with state building codes and OSHA regulations.
- Monitor compliance with federal, state, and local laws, with regard to accessibility, parking, signage, etc.
- Review requirements of State Fire Marshall, Health Department, and Municipality; consult with individual representatives of these agencies.
- Notify Principals and Building Supervisors of projects to be completed within their buildings; coordinate timelines which facilitate individual school activities and schedules.
- Work with other Buildings & Grounds personnel to develop cohesive solutions for building improvements.
- Maintain records of projects for future reference.
- Inform Buildings & Grounds of school needs.
- Assist Buildings & Grounds Director in soliciting quotes, preparation of bid specifications, distribution of specifications to bidders, analysis of bids, recommendation of acceptance/rejection of quotes and bids for supplies, equipment and building renovation.
- Perform other tasks and assume other responsibilities as directed by the Buildings & Grounds Director.

**EDUCATION and/or EXPERIENCE**

Requires Bachelor's degree in related area; or one to two years related experience and/or training; or equivalent combination of education and experience.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a Minnesota driver's license.

## **KNOWLEDGE, SKILLS & ABILITIES**

Knowledge of applicable codes, regulations, regulations regarding construction, and standard industry practices.

Proficient in MS Office (Word, Excel, and PowerPoint) and database management systems.

Budget management, inventory control, and equipment management skills are required.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.

Ability to interpret a variety of technical instructions in mathematical or diagram forms and deal with several abstract and concrete variables.

Strong written and oral communication and organizational skills.

Strong analytical and problem solving skills.

Must be able to coordinate and plan multiple tasks, multitask, and prioritize work, and attention to detail.

Ability to work well with diverse teams.

Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Must be able to delegate responsibilities, promote teamwork, and provide daily direction to staff.

Ability to maintain regular attendance, which includes completing an assigned day.

Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

## **PREFERRED EXPERIENCE**

Five years of experience or Construction Management experience in managing or performing commercial construction for a large facility preferred. 3 - 5 years of supervisory experience preferred. Master Electrician Licensed with the State of Minnesota preferred. Valid Class C Driver License in good standing preferred.