

## ***Construction Project Manager – Harlingen CISD***

Apply using the link below:

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Position Type: Administration/Director

Date Posted: 3/1/2022

Location: District Operations

Closing Date: Until Position Filled

### **PRIMARY PURPOSE:**

To oversee and review design working drawings and specifications and construction projects. The Construction Project Manager will inspect and report construction progress and deficiencies. The Construction Project Manager will provide and maintain inspection checklists to monitor job progress and closeout documents. Fieldwork will be mandatory. The Construction Project Manager will communicate with architects and engineers concerning past, present, and future projects.

### **Qualifications:**

Minimum Education/Certification:

Bachelor's degree in Architecture, Engineering, Construction Management, or another related degree

Architectural or Engineering License, registered in the State of Texas preferred

### **Special Knowledge/Skills:**

Ability to effectively communicate orally in writing with professional personnel.

Ability to write reports, cost estimate construction renovations, and new projects.

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

Ability to write routine reports and correspondence.

Ability to speak effectively before groups of clients or employees of the organization.

Ability to calculate engineering and drafting figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

Ability to apply concepts of basic algebra and geometry.

Ability to read and interpret blueprints.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Ability to use a personal computer, spreadsheet, and word processing knowledge is required.

Ability to establish and maintain effective working relationships with staff, the school community, vendors, and contractors.

Ability to speak clearly and concisely both in oral and written communication.

Ability to perform duties with awareness of all district requirements and Board of Education policies.

Work Calendar: 226 days

Minimum Annual Salary: \$83,586