



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Assistant Project Manager, Construction Bond Projects
<i>Payroll/Personnel Type:</i>	12 Month
<i>Reports to:</i>	Building Commissioner/Executive Director of Facilities Management

Position Summary:

Under the direction of a project manager, assist in the overall administrative and technical direction of construction projects. To assist both the overall responsibility for planning an executive of any project.

Essential Functions:

- Work on all or parts of the construction effort to ensure projects are constructed in accordance with design, budget and schedule.
- Ensure the district project policies, procedures, standards, etc., are adhered to
- As directed by the project manager, may plan, coordinate and supervise activities of company personnel on assigned projects
- Protect district interest and simultaneously maintain good relationship with contractors
- Assist with planning scheduling and engineering functions as required
- Assist with implementation, interpretation, and enforcement of safety plans and programs
- Directed by the project manager, assist on-site supervisor and on-site staff to ensure project is building on schedule and within the budget
- Perform additional assignments per project manager's or director of operation's direction
- Perform other duties as assigned

Experience:

- Minimum of three to five years of project management and/or HVAC construction related project management
- Comprehensive background in facilities maintenance, construction skilled trades or related programs
- Minimum of three years experience in public sector organization, preferably a school district
- Extensive experience in construction

Education:

- Bachelor's degree preferred with certification in project management

Knowledge, Skills, and Abilities:

- Proficient in Excel, Microsoft Word and Microsoft Power Point
- Knowledge of construction technology, scheduling.
- Hands on experience in craft supervision and labor coordination desired
- Ability to communicate both verbally and in writing
- Excellent interpersonal skills essential
- Knowledge of general business practices desired



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Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee	Date	Immediate Supervisor	Date
Human Resources	Date		

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.