

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT NON-CERTIFICATED POSITION DESCRIPTION**

PROJECT MANAGEMENT COORDINATOR II
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POSITION: Project Management Coordinator II

REPORTS TO: Director of Design and Construction

LOCATION: Division of Supporting Services

NATURE OF WORK:

The Project Management Coordinator I shall provide administration of construction projects for various facilities for which St. Mary's County Public Schools is responsible. This includes facility planning; knowledge of engineering design of sites, facilities, and equipment; and contract administration and management.

ESSENTIAL FUNCTIONS:

- Performs institutional/commercial construction cost estimating for projects with a construction value of several million dollars;
- Manages and inspects institutional/commercial construction projects throughout the design and construction process;
- Assists with the management of all the administrative procedures and the coordination of the construction with the plans, specifications and approved shop drawings;
- Assists with monitoring, controlling and maintaining master schedules and budget overviews to ensure that projects are completed on time and on budget;
- Reviews and writes construction specifications; and
- Demonstrates knowledge of institutional/commercial building codes, life safety codes, and American with Disabilities Act (ADA) and possess the ability to develop solutions to meet requirements.

DUTIES AND RESPONSIBILITIES:

- Assists in the planning, coordination, and inspection of new and renovated school facilities to provide quality construction with parameters established by St. Mary's County Public Schools;
- Assists in the development of cost reduction studies, specification analysis and cost estimates for the construction, alteration, repair, and maintenance of new and existing St. Mary's County Public Schools facilities and equipment;
- Assists in the preparation of cash flow projections and project execution reports;
- Analyzes and maintains project expenditures. Prepares contracts for purchase and delivery of goods and services;
- Prepares reports for all levels of management within and outside of the organization. Makes presentations to educational advisory groups relative to facilities planning needs/goals, facilities project status, and program overviews;
- Composes and prepares correspondence for review and signature by the Director of Design and Construction, the Assistant Superintendent of Supporting Services, or the Superintendent of Schools;
- Assures that construction is completed in accordance with plans, specifications,

and approved shop drawings. The incumbent is responsible for managing all of the administrative procedures to monitor and control this work;

- Makes on-site visits to construction sites for purposes of evaluation and assessment; and
- Performs other duties and responsibilities as assigned by the Director of Design and Construction.

QUALIFICATIONS:

- Associate's degree required in construction management, architecture, mechanical, electrical, or civil engineering, business management, or a related field (as determined by the Department of Human Resources). A bachelor's degree is preferred.
- Five (5) years experience in institutional/commercial facility planning, design, and construction required.
- Thorough knowledge of principles, practices, and methods of institutional/commercial facilities construction planning and management and knowledge of basic institutional/commercial architectural and building construction principles and practices.
- Possess and maintain a valid driver's license with no more than the equivalent of four (4) points in the State of Maryland.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 32.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP