



Job Title:	Project Manager Assistant - Bond Program	Wage/Hour Status:	Exempt
Reports to:	Sr. Project Manager	Pay Grade:	Administrative Pay Grade 2
Dept. /School:	Facilities – Bond Program	Date Revised:	08/30/2023

All Bond Program designated positions and continued employment of Bond Program personnel is contingent on the availability of designated bond funds and is not guaranteed.

Primary Purpose:

Assist in the direction and coordination of the activities of the Consultants and Contractors engaged on Mansfield ISD’s Capital Improvement Bond Program Projects. Responsibilities include but are not limited to assisting in the dissemination and verification of information related to capital bond program projects.

Qualifications:

- Bachelor’s Degree in Construction Science, Construction Management, Building Science, Civil Engineering, or a degree in an approved field of study preferred or Five (5) years of experience in construction, construction project management, architecture, or engineering on K-12 Facilities or closely related industry.
- Ability to communicate articulately in written and verbal form.
- Ability to utilize Microsoft Office Professional and Microsoft Project.
- Familiarity with construction-related documents and drawings.
- Ability to prepare and understand construction financial documents.
- Strong organizational, communication, and interpersonal skills.

Major Responsibilities and Duties:

1. Work collaboratively with project managers to record and prepare minutes of construction-related meetings.
2. Attend and record minutes for Pre-Bid and Pre-Construction meetings.
3. Prepare at the direction of project manager performance and objective reports on project progress.
4. Administer overall documentation compliance with construction phase management guidelines and schedules.
5. Coordinate meetings with city, county, state, and federal officials as requested.
6. Attend various project development and construction meetings or partnering sessions and assist in identifying methods to expedite the development process.

7. Verify compliance of final close-out procedures for the general contractors, engineers, and job order contractors (i.e., new schools, additions, renovations, demolitions, and hazmat).
8. Perform all other tasks and duties as assigned.

Personnel Management:

None

Safety:

Maintain safety standards in conformance with federal, state, and insurance regulations and develop a program of preventative safety.

Other:

Perform disaster duty when needed.
Attend professional growth activities to keep abreast of innovative techniques in maintenance operations.
Respond to after hour emergencies as needed.

Supervisory Responsibilities:

None

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:

Must be able to walk grounds and facilities. Must be able to climb ladders. Must be able to regularly drive to multiple locations.

WORK ENVIRONMENT:

The environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

Works in a typical business office environment and at construction sites at schools. For new construction, works at underdeveloped lots. Work environment may include rugged terrain, forested areas, wet, muddy conditions. Environment will involve labor, such as moving light impediments, staking, measuring conditions, marking objects, etc.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.