

## **Killeen Independent School District Job Description**

**Job Title:** Project Management Specialist  
**Reports To:** Director for Construction and Facilities Planning  
**FLSA Status:** Exempt

### **SUMMARY**

Provides inspection services and project coordination on all capital improvement projects and capital construction projects.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Coordinates capital improvement construction project schedules with other departmental staff, architects/engineers, contractors, and campus administrators.

Inspects regularly all capital improvement projects for compliance with construction documents.

Inspects regularly all capital improvement projects and observes rates of progress, workmanship and job-site safety.

Fields construction-related questions, construction document clarifications, and reports to the Director for Construction and Facilities Planning for resolution.

Reviews monthly applications for payment to ensure that work completed is accurately requested.

Coordinates project closeout efforts with contractors, architects, and engineers.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree, preferred; high school diploma or equivalent, required; and a minimum of five years experience in commercial construction inspection, job site management or project management.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret project plans and specifications, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from vendors, board of trustees, administrators, principals, and staff.

**MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee is frequently required to walk, climb stairs/ladders, grasp, squeeze, extend/flex wrist, reach overhead, and drive. The employee must frequently lift and carry (15-44 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions and extreme heat. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; risk of electrical shock; and vibration. The noise level in the work environment is usually very loud. Frequent district-wide travel to multiple campuses as assigned.

**Revised Date:** October 30, 2018

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