



HACKENSACK PUBLIC SCHOOLS
191 Second Street, Hackensack, NJ 07601

JOB DESCRIPTION

TITLE:	Construction Project Manager	
REPORTS TO:	Superintendent of Schools or designee	
DATE APPROVED:	July 25, 2022	BY: Board of Education

NATURE AND SCOPE OF JOB:

Oversees all construction projects within the District. Administers work programs and the design, project control, cost estimation, contract administration, quality assurance, and scheduling and control activities involved in capital construction, public works projects, or programs administered by the district.

QUALIFICATIONS:

1. Bachelor's degree in engineering, construction management, or a related field.
2. Minimum of one (1) year of work experience in Construction Management.
3. Hold an Occupational Safety and Health Administration (OSHA) 30 Certification.
4. Certified as a Project Management Professional (PMP) preferred.
5. In-depth knowledge of the construction industry, and building process - including building codes, blueprints, permits, construction equipment, material resources, construction processes, and project management principles.
6. Experience using construction or project management software, preferred.
7. Strong communication, leadership, organizational, problem-solving, and time-management skills.

TERMS OF EMPLOYMENT:

Twelve (12) month work year; salary and benefits; and all conditions established by the laws of the State of New Jersey, and policies and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

PERFORMANCE RESPONSIBILITIES:

1. Coordinates activities with contracted consultants and constructors to expedite processes relevant to the project requirements and schedules.
2. Reviews and recommends requests, claims, performance notices, and/or other actions which require written approval.
3. Attends meetings regarding projects and capital improvement programs.
4. Conducts an inspection to ensure compliance with statutes, administrative code, department regulations, and board policies and procedures.
5. Oversees the design and construction process to ensure projects are completed in accordance with project schedule, budget, and using agency requirements.
6. Administers and monitors contracts to ensure that work or services are in conformance with the contract documents.
7. Reviews invoices/change orders for payment.
8. Identifies potential delays and takes appropriate actions to eliminate or minimize their cause and/or impact on the project and the State.
9. Maintains integrity and confidentiality in division and program operations.
10. Attend committees and Board of Education meetings.
11. Interpret and apply planning principles, practices, procedures, organizational theory, and administrative practices relevant to state construction programs.
12. Interprets and applies New Jersey Construction Law.

13. Reviews the preparation of contracts, amendments, and change orders.
14. Scheduling and implementation of all district's construction projects.
15. Works effectively with associates, representatives of state agencies, and others concerned with the administration of public works projects.
16. Prepares accurate, contractually sound, and informative reports containing findings, conclusions, recommendations, or determinations.
17. Maintenance of records and files.
18. Utilizes various types of electronic and/or manual recording and information systems.
19. Ensuring that each stage of the project happens on time, on budget, and to a high standard.
20. Reporting regularly on progress, and resolving any issues or delays.
21. Demonstrating knowledge of all areas in construction.
22. Managing several projects simultaneously.
23. Working in an office or on a construction site.
24. Any additional duties as assigned by the Superintendent of Schools, School Business Administrator, or designee.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of this position.

Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Sitting, standing and walking for required periods of time.
2. Speaking, listening and visual acuity.
3. Use close vision, color vision, peripheral vision and depth perception along with the ability to adjust focus.
4. Able to communicate effectively in English, verbally and in writing, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
5. Use strength to lift and/or move up to a maximum of 20 pounds to perform the functions of the job.
6. Reaching, lifting, bending, kneeling, stooping, pushing, pulling, finger dexterity, and repetitive motions, to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

Performance of this job will be evaluated annually in accordance with New Jersey State Law and the provisions of Board policy on evaluations.

