



Kenton County School District | It's about ALL kids.

**THE KENTON COUNTY BOARD OF  
EDUCATION**

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Dr. Henry Webb, Superintendent of Schools

**KCSD ISSUE PAPER**

**DATE:**

April 26, 2019

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve Revise the existing job description entitled "Construction Project Manager".

**APPLICABLE BOARD POLICY:**

03.233 "Duties": Job Description

**HISTORY/BACKGROUND:**

As part of the periodic review of District job descriptions, and with the upcoming retirement of the current Construction Project Manager, the Construction Project Manager job description is proposed to include qualifications and performance responsibilities in line with current trends and expectations of the position.

**FISCAL/BUDGETARY IMPACT:**

\$0. The revision to the job description will not change the salary schedule or terms of employment associated with this position.

**RECOMMENDATION:**

It is recommended the Kenton County Board of Education approve the revision to the existing job description for the Construction Project Manager position.

**CONTACT PERSON:**

Matt Rigg, Executive Director Human Resources

\_\_\_\_\_  
*Principal*

  
\_\_\_\_\_  
*District Administrator*

  
\_\_\_\_\_  
*Superintendent*

*Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.*

*Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.*

**Kenton County Board of Education**

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Carla Egan Shannon Herold Jessica Jehn

"The Kenton County Board of Education provides *Equal Education & Employment Opportunities.*"

Kenton County School District  
Job Description: Construction Project Manager  
Job Class Number: 7411

TITLE: Construction Project Manager

QUALIFICATIONS:

1. Bachelor's degree in Construction Management or related field
2. Extensive experience in construction project management
3. Minimum of ~~three~~ **ten (10)** years' experience in school related new construction and/or renovation project management
4. Possesses leadership and advisory abilities to effectively manage the capital construction process
5. Possess a full understanding of the Kentucky Department of Education Capital Construction process

REPORTS TO: ~~Executive Director of Support Operations~~ **Director of Facilities**

JOB GOAL: Supervises district wide construction projects to provide a physical learning environment that is conducive for successful student achievement

PERFORMANCE RESPONSIBILITIES:

1. Serves as manager working toward full implementation of the Kenton County ~~Local Facilities Plan~~ **School District Facility Plan**
2. Provides support to administrators and staff in the areas of facilities operational management
3. Supervises and works with architects, engineers, contractors, and all entities involved in the construction, equipping, and maintenance of the ~~Kenton County Schools~~ **District Facilities**
4. Prepare and maintain a construction program that reflects the design intentions of the Kenton County School District
5. Assist with the coordination and facilitation of all school level design strategies and program development
6. Prepare, maintain, and implement a construction safety plan for each construction job site
7. Coordinate with local police departments, fire departments, building inspectors, highway departments, and all utility providers regarding all construction projects
8. Prepare and maintain a facility data base that accounts for all building operation manuals and warranty information relative to each school site
9. Manage all digital drawings and hard copy drawings for each school site
10. Ensure the development of procedures and specifications for all work to be contracted by outside construction companies and provide ongoing support to the Facilities ~~Systems~~ Director in the preparation of bidding documents
11. ~~Coordinate with the management and supervision of any annual summer maintenance construction projects.~~ **Maintain the District roofing assessment, preventative maintenance and replacement program**
12. Maintain a complete and thorough understanding of the most current procedures and state regulations related to the capital construction process and maintenance of school facilities
13. Coordinate the annual facility needs assessment process with each school administrator and assist in the prioritization of the same work
14. Prepare and maintain an annual budget for all capital construction improvements
15. Serves as District liaison on all Kentucky Department of Education committees related to capital construction
16. Prepare monthly reports to the Board of Education related to ongoing construction activities and related costs

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17. Assist all necessary school district personnel with local planning efforts related to facility safety and space utilization
18. Manage account(s) for all school facilities and equipment in accordance with Kenton County School District fixed asset requirements related to school projects
19. Calculate the annual property insurance requirements in accordance with State recommended guidelines
20. ~~Assumes such other duties as are assigned by the Executive Director of Support Operations.~~ Maintain the Kentucky Facilities Inventory Classification System and School Building Inventories in accordance with Kentucky Department of Education guidelines
21. Performs other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- 230 days
- Salary Schedule: G26

EVALUATION:

~~Performance of the job will be evaluated annually by the Executive Director of Support Operations, Assistant Superintendent, or his/her designee.~~ Performance of the position will be evaluated by the Director of Facilities, Assistant Superintendent or his/her designee

APPROVED: 06/06/2011

REVISED: 06/01/2015, 08/03/2015