

CAPITAL PROJECT MANAGER

940140

Code

No.

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible technical and supervisory position in a large school district involving the management of renovation and new construction projects undertaken by district maintenance staff or by contractors. The Capital Project Manager is responsible for all phases of capital construction projects including scheduling, coordinating, and expediting work of contractors; design and specification review; mechanical, structural, cost estimates, and space use studies; and payment authorization. The employee works under the general supervision of, and reports directly to, the Coordinator of Educational Facilities or other higher-level staff member with wide leeway allowed for scheduling and expediting project construction. General supervision is exercised over technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Schedules, coordinates, expedites, and supervises execution of various renovation and new construction projects;

Supervises and conducts mechanical, structural, cost estimates, and space use studies of building and grounds sites to determine building and land usage and renovation possibilities;

Prepares preliminary layouts and space studies to illustrate building usage possibilities;

Reviews preliminary architectural designs with design staff and consulting architects or engineers for design intent, conformity with specifications, and potential costs;

Compiles data for use by various committees in recommending capital construction projects to the Board of Education;

Submits plans and specifications for capital construction projects to the State Education Department for approval;

Initiates and reviews change orders and work orders to contractors;

Reviews applications for payment of services from consulting architects and engineers;

Supervises data collection activities and prepares departmental operational budget;

Reviews employee time sheets for proper apportionment of hours worked on various capital budgets;

Attends Board of Education meetings in the absence of the Coordinator of Educational Facilities to provide technical assistance and information about projects;

Completes special assignments as directed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of principles, practices, and methods of building design, construction, and maintenance; good knowledge of building materials; good knowledge of State Education Department building codes; supervisory ability; ability to read construction drawings; ability to control the execution of construction projects; ability to conduct mechanical, structural, and space studies; ability to collect, organize, and present data in layout or narrative form; ability to review architectural designs and recommend notifications; ability to prepare an operating budget; ability to make construction cost estimates; ability to communicate effectively with contractors, architects, engineers, and school principals; ability to complete standard forms; clerical record-keeping ability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation with a Master's in Architecture, Architectural Engineering, Civil Engineering, Construction Management, Construction Technology, Mechanical Engineering or a closely related field; OR,
- (B) Graduation with a Bachelor's Degree in one of the fields mentioned in (A) above, plus two (2) years paid full-time or its part-time equivalent experience as a project architect, project or consulting engineer, or construction superintendent involving directing the development and construction of projects; OR,
- (C) Graduation with an Associate's Degree in one of the fields mentioned in (A) above, plus four (4) years paid full-time or its part-time equivalent experience as described in (B) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

REVISED: March 25, 1977

REVISED AND TITLE CHANGE: March 5, 2020

FORMERLY: PROJECT MANAGER

REVISED: December 11, 2025