

## Job Description

**Job Title:** Supervisor of Facilities Project Management

**Position Code:** 1E17

**Job Classification:** Exempt

**Supervisor:** Executive Director, Plant Services

**Pay Grade:** 42

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for performing a variety of technical tasks and coordinating efforts to facilitate construction, renovation, and repair projects on the school plant. Performs technical tasks associated with overall facilities management as required by regulatory requirements for efficient plant operation.

### **Essential Duties**

1. Acts as project manager, creating specifications, plans and scale drawings for assigned construction, maintenance and repair projects.
2. Responsible to compute cost estimates, advises the Executive Director (Plant Services) on, the scope of proposed projects, and recommends whether to use outside contractors or in-house resources for completion of work.
3. Assists with reviewing bids and selecting outside contractors; and acts as the clerk of works on assigned construction contracts.
4. Evaluates and approves in conjunction with the Executive Director, proposed methods, plans and specification submitted by architects, engineers or contractors and assists with interpreting construction documents and blueprints.
5. Performs field investigation and monitors construction activities, methods used, and the quality of materials and supplies for assigned projects to ensure conformance to specification, time lines, and budgetary parameters.
6. Inspects construction and renovation work to ensure compliance with building codes; coordinates with city and governmental inspectors; and ensures that corrections are made to any regulation violations for assigned projects.
7. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Performs any other related duties as assigned by the Executive Director, Plant Services or other appropriate administrator.

### **Job Specifications**

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. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications**

Must possess a Bachelor degree in facility engineering, building construction, maintenance or a related field and some related experience in construction/facilities management to include experience in one or more construction trades areas. Must possess a demonstrated knowledge of basic architectural, engineering, and building construction practices, materials and testing devices. Must possess a comprehensive knowledge of, and the ability to interpret and apply building codes and regulations to include IBC, NEC, NFPA, ADA, IMC AND IPC. Must possess the ability to coordinate multiple building construction and renovation projects; read and interpret technical sketches and blueprints; compile cost estimates; inspect the work of others; resolve technical problems; prepare drawings and technical reports; and maintain associated construction records. Must be computer literate with familiarity in the use of CPM software (Primavera preferred). Must possess the ability to establish and maintain effective working relationships with division personnel, building contractors, city officials, and the

public. Must possess excellent communication skills. Must be able to lift and carry construction plans, test equipment and building material weighing 51-100 pounds; and push, pull and grip 21-50 pounds. The employee is required to walk about construction project sites and is frequently required to sit, stand and bend. Must possess a valid Virginia Driver's License with a good driving record.

**Working Conditions & Physical Requirements**

Must have the ability to stand for extended periods of time; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; physical agility to lift and carry up to 50 pounds; to bend, to stoop, to walk and to reach overhead. Must possess the ability to establish and maintain effective working relationships with coworkers.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in inside and outside. The noise level in the work environment is usually moderate to loud.

**Supervision Exercised:** Construction Inspector

**Supervision Received:** Executive Director, Plant Services

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Facilities Project Management will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director, Plant Services or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received a copy of this job description and understand the contents.**

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Employee Name (Print)

Signature

Date

Revised 08/2025