

#38120v4

**EXCLUDED SUPPORT STAFF JOB DESCRIPTIONS**

**POSITION TITLE: PROJECT OFFICER**

**REPORTS TO:** Director, Facilities and Operations

**SUPERVISES:** Contract Staff

**JOB SUMMARY:** To design, tender, manage and inspect the maintenance, renovation, and construction of various architectural, structural, mechanical, and civil projects.

**KEY ACCOUNTABILITIES:**

1. To work closely with maintenance, school, and administrative staff as well as with consultants and contractors to ensure the timely, accurate completion of jobs.
2. To prepare tender documents by defining the scope of work and creating working drawings and specifications for tendering directly to the trade or through the Purchasing department.
3. To prepare project estimates, evaluate pricing and negotiate contracts for work.
4. To complete site inspection, identify deficiencies and coordinate meetings throughout the construction period.
5. To manage projects, negotiate extras, trouble-shoot, and resolve problems related to projects.
6. To conduct building audits and preventive maintenance inspections on Division facilities and grounds.
7. To compile building audit/inspection data into an infrastructure management database.
8. To assist with project close out maintenance and warranty including archiving documents.

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9. To examine and approve all accounts for work and submit accounts for payment.
10. To administer and review information related to projects, including shop drawings and associated submittals.
11. To research codes and standards related to building construction and to work independently with minimum direction to develop creative designs and solve technical problems.
12. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Master's Degree in Engineering, Architecture or other related discipline
- 5 Years related experience
- Experience reading drawings and blueprints
- Valid driver's license and legally registered vehicle
- Ability to work a flexible schedule as required and to respond to urgent situations
- An equivalent combination of education and experience may be acceptable to the Division.

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