

## **Project Specialist – School Facilities**

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [\*Strategic Call to Action\*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

### **DESCRIPTION**

Under the direction of the Manager of Building Maintenance, the Project Specialist is responsible and accountable for the direction and supervision of both the design phase as well as the construction phase of all Office of Building Maintenance projects. This includes those where a construction manager is engaged. The position will also involve various construction related activities, including but not limited to evaluation of building systems, roofs, exterior walls, skylights, windows, foundations, HVAC, plumbing, and electrical systems. This is a non-supervisory position.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Manages multiple construction related projects.
- Provides supervision and monitoring of the construction phase, progress and compliance with contract requirements, schedule, and budget management.
- Initiates, coordinates, and provides overall management of the work of contractual project architects, engineers, and related design consultants.
- Assists Managers with establishing Operating & Capital budgets for current & future repair and replacement projects.
- Manages construction projects being performed by outside board-approved vendors, from pre-bid of project to overall management, design, drawings, schedule and costs; (roofing, foundations, HVAC replacements, plumbing and electrical systems, exterior walls, and windows, etc.).
- Participates in initial evaluation/investigation of various building systems, pre-design and construction planning including budget, design schedule, value engineering and related activities and reviews and comments on all work products resulting from these meetings.
- Coordinates the review and correction of all design drawings, specifications, bid material, shop drawings, submittals, bonds, and insurance documents.
- Assists with developing scope of work descriptions for repair and replacement projects, reviews proposals, and request purchase orders for construction projects.
- Coordinates the resolution of construction problems, RFI's, change orders and other job issues with the design consultants, construction managers, the contractors, and the owner occupants
- Provides appropriate and effective communication to ensure the highest level of customer service.
- Communicates effectively with architects, engineers, contractors, and consultants, as well as The Howard County Public School System administration and community at large
- Attends project meetings and prepares/reviews for accuracy monthly project requisitions
- Administers the warranty requirements of individual projects

**MINIMUM QUALIFICATIONS**

**Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.**

<b>Applicants must meet the criteria in ONE of the rows below.</b>	
<p>High school diploma or GED equivalent.</p>	<p>Ten (10) years of increased responsibility in administrative, technical, field, and budgetary experience in the Architectural, Engineering and Construction Industry.</p> <p>(A college degree in a related discipline will serve as partial credit towards that experience.)</p> <ul style="list-style-type: none"> <li>• With at least four (4) years in construction or design of school facilities, preferably as a Project Manager.</li> </ul>
<p>Associate’s degree in architecture, structural engineering, or civil engineering</p>	<p>Eight (8) years of increased responsibility in administrative, technical, field, and budgetary experience in the Architectural, Engineering and Construction Industry.</p> <p>(A college degree in a related discipline will serve as partial credit towards that experience.)</p> <ul style="list-style-type: none"> <li>• With at least three (3) years in construction or design of school facilities, preferably as a Project Manager.</li> </ul>
<p>Bachelor’s degree in architecture, structural engineering, or civil engineering</p>	<p>Six (6) years of increased responsibility in administrative, technical, field, and budgetary experience in the Architectural, Engineering and Construction Industry.</p> <p>(A college degree in a related discipline will serve as partial credit towards that experience.)</p> <ul style="list-style-type: none"> <li>• With at least two (2) years in construction or design of school facilities, preferably as a Project Manager.</li> </ul>

**A combination of education and experience will be considered.**

**Certification:**

- Not Applicable

### **PREFERRED QUALIFICATIONS**

- Bachelor's degree in architecture or mechanical, electrical, structural, or civil engineering.
- Experience assisting with the management of Operating and Capital budgets.
- Certificate of Licensure in electrical, refrigeration or plumbing.
- Certificate from the International Institute of Building Enclosure Consultants (IIBEC) as a Registered Roof Consultant (RRC), Registered Roof Observer (RRO), Registered Waterproofing Consultant (RWC) or a Registered Building Enclosure Consultant (REBC).
- Experience in the use of CAD drawing programs and ability to read and understand blueprints.
- Experience in the general principles of construction law and Maryland State regulations applicable to the arbitration and litigation of construction claims.
- Experience with building envelope and waterproofing within a school system or government institution.
- Experience with School Dude suite software program.

### **SPECIAL REQUIREMENTS**

- May be required to work evening and weekend hours in response to time constraints to complete projects.

### **SELECTION REQUIREMENTS**

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

### **EMPLOYMENT INFORMATION**

This is a 12-month per year position in the Howard County Educators Association, Educational Support Professionals (HCEA-ESP) employee bargaining unit. The current salary range for this position is Grade 25, \$79,880 - \$126,696. Step placement will be determined by actual relevant experience in conjunction with salary procedures of the Howard County Public School System and the HCEA-ESP Master Agreement. Under the Fair Labor Standards Act, this position is exempt from overtime.

### **APPLICATION REQUIREMENTS**

**Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.** Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and documents) required to verify that you meet the minimum qualifications.

- All supplemental materials (i.e.: resume, letter of introduction, and transcripts) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Sandy Saval  
Human Resources Business Partner  
Office of Human Resources  
(410) 313-6689  
[sandy\\_saval@hcpss.org](mailto:sandy_saval@hcpss.org)

***Equal Opportunity Employer***

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.