

Project Coordinator, Construction Services at New Port Richey

Pasco County Schools

CONSTRUCTION SERVICES - Land O' Lakes, Florida [Open in Google Maps](#)

Apply for this job!

Job Details

Job ID: 5431227

Application Deadline: Mar 13, 2026 11:59 PM (Eastern Standard Time)

Posted: Jan 22, 2025 5:00 AM (UTC)

Starting Date: Immediately

Job Description

OPEN UNTIL FILLED

Estimated Start: Immediately

Location: Construction Services and Code Compliance, 11839 Treebreeze Drive New Port Richey FL 34654

Professional Technical Position (ProTech)

245 Days Per Year

Full Time, Benefit Eligible

JOB SUMMARY

Responsible for serving as the District's representative for new capital projects, remodeling projects on existing facilities, project management and coordination, contract negotiations and administration, and other tasks related to construction services and code compliance.

EDUCATION, TRAINING & EXPERIENCE

- Bachelor's degree from an accredited institution in the field of Construction Management, Architecture, Engineering, Planning, Business Management, or related field
- Five years' experience in construction project management, contract administration, and/or supervision
- *OR*
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position

CERTIFICATES, LICENSES & REGISTRATIONS

- Valid and current Florida driver's license

- Must maintain a driving record that meets the standards of the District Safe Driver II Plan. Driver's license must be maintained as a condition of continued employment.

OTHER REQUIREMENTS

- All hires must submit to and pass an initial drug test and subsequent random drug tests under the requirements of Florida Statute 112.0455 and the Pasco County Sheriff's Office. ?

Click [here](#) for the Job Description.

BACKGROUND SCREENING

Pasco County Schools utilizes the Florida Care Provider Background Screening Clearinghouse for fingerprinting and Level II background screening.

For more information about the Florida Clearinghouse and Level II background screening requirements, including eligibility assessments and compliance guidelines, please visit <https://info.flclearinghouse.com>.

Notification of Nondiscrimination: The District School Board of Pasco County does not discriminate on the basis of race, color, sex, religion, national origin, marital status, disability, or age in its programs, services, and activities or in its hiring and employment practices.

Revised 1/9/2025

Position Type: Full-Time

Job Categories:

Support Staff > Maintenance

Job Requirements

- Citizenship, residency or work visa required

Contact Information

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CONSTRUCTION SERVICES

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Map
