

JOB DESCRIPTION

Title:	Construction Project Manager	Reports To:	Director of Maintenance, Operations & Facilities
Department:		Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input type="checkbox"/> CSEA 27 <input type="checkbox"/> Confidential <input type="checkbox"/> AEA <input checked="" type="checkbox"/> Management <input type="checkbox"/> Unrepresented
Hours:	Full-Time	No. of Work Days:	261
FLSA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input type="checkbox"/> Update of job description <input checked="" type="checkbox"/> New job description
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Principal/Assistant Principal <input type="checkbox"/> Certificated District Office Management <input type="checkbox"/> Classified District Office Management <input type="checkbox"/> Certificated Coordinator <input checked="" type="checkbox"/> Classified Coordinator <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> Psychologist/Behavioral Specialist		<input type="checkbox"/> Confidential <input type="checkbox"/> CSEA 27 <input type="checkbox"/> CSEA 860

GENERAL SUMMARY OF DUTIES:

Under general administrative direction, responsible for the coordination and organization of construction, reconstruction, modernization, maintenance alteration projects, relocation of school buildings and facilities, and other capital outlay projects; supervise Maintenance staff regarding projects, work orders and maintenance. Assist in the District’s facility planning process.

DUTIES OF THE JOB:

This description reflects the principle job elements and is not intended to be an exhaustive list of all required duties, knowledge, or abilities.

- Reviews plans, inspect construction projects, and make recommendation to insure compliance with legal requirements, construction project drawings, and specifications. *E*
- Informs District officials of status of construction projects through conferences and written reports. *E*
- Provides personal and continuous inspection through all stages of construction to ensure that requirements of the approved plans and specifications are being completely executed. *E*
- Notifies commissioned architects, engineers, and appropriate administrative officials of any material or workmanship which does not meet specifications. *E*
- Prepares analyses and reports on engineering and construction problems. *E*

**E – Essential Function*

- Develops a comprehensive inventory of all District's building systems and makes recommendations for short and long range life cycle replacements programs. *E*
- Prepares and provide explanations on proposed and on-going building program activities before public groups and official bodies. *E*
- Serves as liaison among District administrators, construction inspectors, architects and contractors, planning and construction agencies. *E*
- Conducts investigations and make recommendations in connection with planning, design, construction, change orders, design modifications, and contract administration in the District's building program. *E*
- Coordinates activities on facility and maintenance projects from design through occupancy. *E*
- Meets and confers with appropriate officials in the State, County, and City Government and makes professional recommendations to insure compliance with laws and regulations governing financing, planning, and construction of school facilities. *E*
- Supervises and evaluates assigned personnel. *E*
- Performs other related duties as assigned.
- Bids Construction Projects

EDUCATION AND EXPERIENCE:

- High School Diploma required; Bachelor's Degree desired, three to five years of experience in building construction work with management or supervisory experience may be considered in determining college equivalency
- General contractor license

KNOWLEDGE:

- Building construction methods and materials
- Preparation of cost estimates and specifications
- Methods, materials, tools, and terminology used in the building trades
- Applicable codes, ordinances, and regulations
- Planning and organizing constructions projects
- Methods, practices, and procedures for construction and building program activities
- Computers, spreadsheets and word processing programs
- Cost control
- Management and personnel practices and principles and supervision and evaluation techniques
- Verbal and written communication skills
- Data collection, analytical methods and procedures
- Report writing and record-keeping technique

ABILITIES:

- Meet District standards of professional attitude as outlined in the Code of Ethics for Management Employees.
- Plan, organize, and administer activities related to construction projects.
- Read and interpret construction specification, architectural drawing, diagrams, and schematics.
- Coordinate and inspect construction and maintenance projects.
- Analyze saturations and develop appropriate recommendations.

**E – Essential Function*

- Plan and schedule construction and maintenance activities for optimum efficiency.
- Maintain current knowledge of State of California Education code, building code, OSHA regulations and other construction rules and regulations.
- Plan, organize, and coordinate construction and maintenance projects.
- Research and analyze data, and produce a variety of reports.
- Read, understand, explain, and implement construction policies and procedures.
- Conceptualize and work at detail level.
- Use appropriate judgment in diverse and emergency situations.

LICENSES/CERTIFICATIONS:

- CA Driver’s License

SUPERVISES:

All personnel responsible for maintenance and construction of projects

PHYSICAL REQUIREMENTS:

Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

Activity	Frequency	Activity	Frequency
Bend	3	Lift/carry 0-10 lbs	4
Twist	3	Lift/carry 11-25 lbs	3
Squat	2	Lift/carry 26-40 lbs	2
Kneel	3	Lift/carry 41-100 lbs	1
Climb	3	Stand	3
Reach above shoulder	2	Walk	3
Grip/Grasp	3	Sit	3
Extend/Flex Neck	2	Drive	3
Use Right Hand	3	Perform Repetitive Hand Motions	3
Use Left Hand	3	Keyboarding/Mouse Work	3
Ability to See	4	Ability to Hear	4

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**E – Essential Function*

Construction Project Manager

Page 3 of 3

Board Approved 6/11/2013