



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### AFSCME CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** CAPITAL FACILITIES PROJECT MANAGER

**REPORTS TO:** Director of Facilities and Construction **SITE:** District Office

**CLASSIFICATION:** AFSCME Classified Management **WORK YEAR:** 222 Days

**SALARY:** AFSCME Salary Schedule – Range VII

**APPROVED BY THE BOARD OF TRUSTEES:** June 27, 2023

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#### **JOB SUMMARY:**

Under the direction of the Director of Facilities and Construction, the Project Manager assists in all aspects of facility planning, programming, design, construction and modernization. The incumbent provides direction and support to personnel in the areas of contracts and reporting, performs duties and responsibilities as required for the project management of District's capital facilities projects including General Obligation bonds, Deferred Maintenance and Burlingame Aquatic Center.

#### **ESSENTIAL FUNCTIONS:**

- Represent the District at construction owner meetings.
- Inspect and review projects to monitor compliance with building and safety codes, and other regulations.
- Take actions to deal with the results of delays, bad weather, or emergencies at construction site.
- Plan, organize, and direct activities concerned with the construction and maintenance of structure, facilities, and systems.
- Investigate damage, accidents, or delays at construction sites, to ensure that proper procedures are being carried out.
- Work collaboratively with the District Construction Manager to resolve issues including budget, and payment issues.
- Evaluate construction methods and determine cost-effectiveness of plans.
- Work with program manager to monitor implementation and resolve any issues that may impede timely completion with the overall schedule and intermediate completion milestones.
- Work to resolve all design quality issues between the architect and the general contractor.
- Manage the change order process; prepare change orders for Board approval.
- Coordinate the prompt response to request for information, construction change directives, etc.
- Manage the project inspection process with the inspector and division of state architect including all closeout documentation.
- Responsible for managing the District's outside vendors.
- Responsible for daily record keeping and semi-monthly project reporting to the District's Director of Facilities and Construction.
- Responsible for communication and coordination with the school principal and staff along with school neighbors.
- Manage the project closeout process including turnover of all warranty, operations and maintenance, and as-built documents.
- Coordinate training for the proper maintenance and upkeep of new buildings.
- Oversee the submission of state applications for new construction, modernization, deferred maintenance and District eligibility.
- Review appropriate escrow documentation.
- Provide input and review assigned capital budgets.
- Work with local and state agencies in preparing plans and documents, and obtaining approval of plans and documents for all school construction.
- Maintain District records for all construction projects.

- Ensure contracts comply with appropriate public contracting requirements.
- Monitor, and take appropriate action, on contractor/subcontractor/supplier stop notices and other notices relating to payment for completed capital facilities work.
- Maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.
- Arrange for disposal of surplus property through re-issue and/or public sale or auction.
- Invite and accept bids, evaluate bids to determine lowest responsible bidder and acceptability of items bid, participate in developing product specifications and preparation of contracts, supervise preparation of purchase orders and review and approve orders.
- Prepare formal bid packages; determine pre-qualified bidders; analyze bids, evaluate bidders according to financial capacity, bond ability, past performance and other related factors and recommend award of contracts.
- Coordinate with appropriate personnel in finalizing the preparation of requests, proposals and bids.
- Prepare items and resolutions for Board approval.
- Prepare periodic and special reports.
- Train, supervise and evaluate the performance of assigned personnel.
- Perform other related work as assigned.

**QUALIFICATIONS:**

**EDUCATION/TRAINING EXPERIENCE:**

- Bachelor's degree preferred or equivalent relevant experience.
- Minimum three years of increasing responsibility and experience in construction, accounting and/or finance including one year in a supervisory capacity.
- Experience managing budgets and financial analysis preferred.
- Must have excellent verbal, written, and interpersonal skills, including team and consensus building.

**KNOWLEDGE OF:**

- Contracting for construction and professional services by California public agencies.
- California Public Contract Law.
- Management of public funds for capital programs.
- Change order process and amendments.
- Construction and consulting contracts.
- Government accounting laws and regulations of special projects.
- Microsoft Word and Excel or equivalent programs.

**ABILITY TO:**

- Maintain high level of customer service throughout the department.
- Manage employee by providing positive and constructive feedback to employees, reward, coach, correct and motivate.
- Maintain knowledge of policies and regulations pertaining to capital facilities.
- Work productively and effectively in fast paced, stressful, demanding, and/or ambiguous work environment.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.
- Maintain confidentiality of information while working.
- Interpret, explain and apply regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Prepare clear, accurate and effective reports, correspondence and other written materials.
- Develop and maintain effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Prepare reports, presentations, materials, and present in group settings.
- Work independently under general supervision.

- Establish and maintain cooperative and effective working relationships and interpersonal skills with others using tact, patience, and courtesy.

#### **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

- Ability to sit or stand for long periods of time.
- Ability to work at a computer station for extended periods of time.
- Ability to work under pressure to meet deadlines.
- Ability to read fine print.
- Ability to communicate by telephone and in person.
- Ability to reach, bend and grasp in order to file and retrieve materials.
- Ability to operate a computer keyboard and calculator.
- Ability to lift up to 30 pounds or carry any object weighing 20 to 30 pounds.

#### **LICENSE/OTHER REQUIREMENTS:**

- Must maintain a valid California Driver License and insurability to drive a District vehicle.
- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

#### **SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

#### **EQUAL OPPORTUNITY EMPLOYER STATEMENT**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time.

For more information, read through our [Nondiscrimination in Employment](#) policy.

- [Equity Flyer](#)
- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)

#### **DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.