



For the future of every student

CLASS TITLE: SENIOR CONSTRUCTION PROJECT MANAGER

BASIC FUNCTION:

Under the direction of the Bond Program Manager, identifies, plans, coordinates, and facilitates highly complex, multi-disciplinary, multi-phase architectural and engineering projects and reviews in connection with capital construction, improvement and remodeling. Develops RFP/RFQ and Project Documents for architects, engineers, consultants and contractors. Oversees and conducts feasibility studies that include engineering and architectural aspects, research for funding sources, and community acceptance. Directs and supervises the work of Construction Project Manager(s), outside consultants and contractors, and other agencies. Employment is for the duration of the bond-funded construction program only.

DISTINGUISHING CAREER FEATURES:

The Senior Construction Project Manager is a senior-level professional and leadership position that combines large-scale project management with planning, engineering and architecture. The Senior Construction Project Manager has more responsibility for oversight of projects as well as direction and supervision of assigned staff, consultants, contractors and outside agencies. The Construction Project Manager is also a senior-level professional and leadership position that also requires advanced knowledge of engineering and architectural design principles, practices, and procedures; estimating and project accounting; construction methods and the principles, methods and practices of construction project management.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Identifies, plans, coordinates, and facilitates all aspects of project conceptualization, design, development, and implementation including preliminary technical research and feasibility analysis, funding and cost analyses, scheduling, public involvement, project budgeting and work plan development, project performance and results.

Develops requests for proposals and requests for quotes (RFP/RFQ) and project documents for architects, engineers, consultants and contractors.

Coordinates and integrates multi-phase design, development, and construction work-in-progress with state agencies, as well as with interest groups, neighborhood associations, other stakeholders, and the public.

Works with outside architects, engineers, construction firms, and agencies to develop construction action plans and construction specifications that comply with the District's architectural and engineering standards, and themes.

Contributes to, and otherwise prepares project cost estimates and schedules. Develops and or reviews engineering specifications to comply with the District's standards and project goals.

Oversees, conducts, and/or audits seismic, load bearing, and other structural and environmental computations. Approves, as part of a multidisciplinary team, plans, costs, and engineering change notices. Develops project schedules and work sequences, and sets up, manages, and participates in progress and quality reviews. Establishes internal and external communications schedules.

Plans and develops community-based participation including techniques and processes to inform and explain project objectives and answer questions from the public, media and other agencies.

Prepares for and makes presentations to community or other interest groups, including the District's Board of Education. Develops performance reports, correspondence, and other documents in connection with projects.

Resolves problems associated with projects. Works with a variety of people to solve technical, legal, and logistical problems, including those that are unanticipated.

Supervises and prepares facility plans that include analysis and allocation of space and relocation of services to facilitate construction. Conducts research of facility capabilities. Receives information about growth projections and classroom needs. Prepares projections for space requirements.

Prepares and monitors intergovernmental agreements, right-of-way, easement agreements that are necessary to enable construction. Prepares periodic internal and external reports, such as those required by the state.

Maintains complete project files including drawings, proposals, contracts, work-in-progress reviews, inspections, and communications.

Supervises, counsels, evaluates and motivates assigned staff; recommends hires, transfers, reassignment, and disciplinary actions; coordinates subordinate work assignments and reviews work to assure compliance with established requirements and procedures; plans, coordinates, arranges and conducts training activities for assigned personnel.

In the absence of the Bond Program Manager chairs all planning, design and construction meetings. Provides input, recommendations and direction related to planning, design and construction to architects, engineers, consultants and contractors for Bond related projects.

Other related duties as assigned that support the overall objective of the department.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of school facilities planning

Construction methods, practices, characteristics, and costs including the methods of basic trades

Laws, codes, and regulations pertaining to public facilities construction

Principles and practices of management and supervision

Principles and practices of construction project management

Principles of contract management

Principles and practices of budget preparation and management

Principles and practices of report preparation

Principles and procedures of records management

Software applications used in building construction management

Interpersonal skills using tact, patience, and courtesy.

Effective oral communication to speak in public, conduct meetings, and make presentations.

ABILITY TO:

Plan, organize, and manage multi-disciplinary construction projects

Interpret, apply, and explain laws, codes, regulations, policies, and procedures pertaining to public facilities construction

Read and interpret construction documents, including blueprints, plans, and specifications

Estimate scope of work, including cost, labor, materials, and supplies

Supervise, coordinate, and evaluate the work of others

Manage multiple assignments simultaneously

Plan and organize work to meet changing priorities and deadlines

Analyze situations and adopt effective courses of action

Learn and apply new information, skills, and technology

Establish and maintain effective working relationships with district personnel, architects, engineers, community members, construction contractors, and others encountered in the course of work

Exercise initiative and independence of judgment and action

Develop and maintain records and reports

Communicate clearly and concisely, both orally and in writing

Operate office equipment, including computers and supporting word processing, spreadsheet, email, database, and specialized applications and systems

Perform arithmetic operations quickly and accurately including sums, averages, fractions, decimals, and ratios

Understand and follow oral and written instructions.

Work independently while establishing and maintaining appropriate project deadlines.

Travel to various locations and work flexible hours.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent a Bachelor's degree from an accredited university or college and three years experience in construction and/or project management. Two years of the aforementioned experience must include training, leading, or supervising others. A Bachelor degree in Business Administration, Engineering, Architecture, Facilities Planning/Management, Construction Management or closely related field is desired. Experience in school district or public sector construction is desired.

OR

An Associate's degree from an accredited university or college and seven years experience in construction and/or project management, including two years of experience training, leading, or supervising others. An associate in Business Administration, Engineering, Architecture, Facilities Planning/Management, Construction Management or closely related field is desired. Experience in school district or public sector construction is desired.

OR

A high school diploma or equivalent and eleven years experience in construction and/or project management, including two years of experience training, leading, or supervising others. Experience in school district or public sector construction is desired.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license.

A California Professional Engineer or Architect Certificate is desired.

A Project Management Certificate is desired.

WORKING CONDITIONS:

ENVIRONMENT:

Work is performed primarily in an indoor environment where minimal safety considerations exist. Work is performed occasionally outdoors where safety considerations exist from moving equipment, environmental factors (e.g. temperature, rain, wind, dust), and noise extremes.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to inspect projects and read a variety of materials.

Sitting or standing for extended periods of time.

Walking to inspect projects.

Climbing ladders.

HAZARDS:

Working around and with machinery having moving parts.

Chemical fumes.

Working at heights.

Approved by Personnel Commission:

08/21/2024