

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: FACILITIES PROJECT MANAGER

BASIC FUNCTION:

Under the direction of the Director- Facilities, plan, organize and direct technical and administrative support services in connection with school site improvements, modification of facilities and new construction projects; provide technical and administrative assistance in support of the facilities planning program; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize and direct facilities projects from inception through inspection for occupancy; collaborate with District departments to resolve issues and develop solutions; plan and coordinate timelines for project work with site administrators and program managers.

Prepare and submit required forms to the Division of the State Architect; prepares and processes documents for various local agencies.

Prepare public notices for request for proposals and bid advertisements; coordinates site visits and pre-bid conferences; assist with pre-qualification and post-bid requirements; assist with monitoring construction contract compliance.

Maintain project records, incorporates applicable information into site files, records cost data, and provides such reports as required relating to facilities, construction and/or the State School Building Program.

Participate with the Maintenance and Operations Department in the development of plans and programs of energy efficiency, site improvements, and compliance with federal, state and local mandates related to facilities; review developing plans and specifications.

Collaborate with legal counsel to develop legal agreements and review lawsuits and claims involving contractors; communicate with insurance carriers regarding insurance claims, infrastructure restoration and replacement of damaged goods.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Serve as a technical resource to District personnel regarding assigned facilities projects and functions.

Provide technical expertise, information and assistance to the Director regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develop and prepare the annual preliminary budget for assigned facilities projects; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of District facilities projects.

Structural, electrical, plumbing and mechanical regulations pertaining to school building construction.

State and federal laws, codes and regulations pertaining to the construction and modification of school facilities.

DSA regulations for construction, inspections and testing.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and direct facilities projects from inception through inspection for occupancy.

Prepare and submit required forms to the Division of the State Architect.

Prepares public notices for request for proposals and bid advertisements.

Collaborate with legal counsel to develop legal agreements and review lawsuits and claims.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Education: Associate's degree with major coursework in construction, engineering or related field. Bachelor's degree is preferred.

Experience: Five years increasingly responsible experience as a contractor, project manager or equivalent.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office and outdoor environment.

Variable working hours and emergency callout.

Driving a vehicle to conduct work.

Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Walking to conduct inspections.

HAZARDS:

Exposure to machinery having moving parts during inspections.