PROJECT MANAGER

Purpose Statement

The job of the Project Manager is for the purpose/s of providing administrative, management and related services as required to coordinate work of the consultant and contractors with the activities and responsibilities of site administrators, the District, and the architect, to achieve completion of the projects in accordance with District's objectives for cost, time and quality.

Essential Functions

- Coordinates activities associated with the construction of new schools and additions of existing schools, alterations and improvements of existing structures, and moving and demolition of buildings
- Reviews plans, inspects construction projects, and makes recommendations to insure compliance with legal requirements, construction project drawings, and specifications
- Keeps district employees informed of status of construction projects through various methods, including meetings and written reports
- Prepares analyses and reports on engineering, construction problems, and progress of projects
- Reviews, verifies, and approves payment requests for architects, engineers, contractors, and other entities
- Serves as liaison among District administrators, construction inspectors, architects, contractors, and planning and construction agencies.
- Manages, coordinates, and provides feedback to each campus as to the assessment of impact of projects on ongoing campus schedules and operations
- Analyzes construction documents associated with assigned projects. Reviews work to assure proper adherence to plans through construction phases
- Collects and disseminates pertinent information to consultants on the existing campus infrastructure; coordinates with the District Facilities Department
- Conducts investigations and makes recommendations in connection with planning, design, construction, change orders, design modifications, and contract administration in the District's bond program
- Participates and coordinates in the required final close-out documents, including occupancy of buildings certificates and required State submittals
- Attends and participates in district, staff, state agency, city, county, and community meetings, as required
- All other duties, as assigned

Other Functions

Miscellaneous District Facilities Projects: Oversees District's facilities projects of various sizes from time of assignment through completion. Projects may involve coordination of facility department, district maintenance, custodial, subcontractors, consultants and/or material suppliers. Must be capable of overseeing multiple projects at one time.

Job Requirements & Skills

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; and developing effective working relationships.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: building codes, electrical codes, access and fire codes; personnel processes; pertinent policies, regulations and/or laws; education code; and budget management and accounting.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team and fostering a positive teamwork attitude; making quick and accurate decisions; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality; facilitating communication between persons with frequently divergent positions; and ability to read, write and communicate clearly in English.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience

Three (3) years or more of construction management, architecture or related construction experience

Education

Bachelors in Engineering, Architecture, or Construction Management

Required Testing

Successful Completion of Pre-Employment Process

Additional Qualifications

Ability to travel to other sites/locations

Continuing Education/ Training

Training attendance at workshops as appropriate

Certificates & Licenses

Valid Driver's License

Clearances

DOJ/FBI Fingerprint Clearance
TB Clearance
Drug Screening

Supervision

Director of Facilities and Maintenance

Salary Grade

Range 27 – Management Salary Schedule

Work Year

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