



Excellence for all.

Job Title: Construction Manager

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function:

Under the direction of the Bond Manager or assigned designee, serves as construction manager for the district's capital improvement and major maintenance projects. This position manages, coordinates, advises, and monitors construction project work, assuring compliance with contractual and regulatory requirements.

Distinguishing Characteristics:

The Construction Manager will provide support to the Bond Manager and collaborate with the Facilities, Maintenance & Operations team, outside consultants, contractors, agencies, and committees to effectively lead and manage complex construction projects to industry standard.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Participate in the administration and coordination of construction, remodeling, major maintenance, rehabilitation, and improvement projects.
- Works with outside architects, engineers, and agencies to develop construction plans and specifications that comply with the district's project objectives and deliver the best value.
- Apply and interpret standards in design and review of architects' and engineers' work.
- Apply and interpret District policies and procedures, and other regulations pertaining to construction of facilities.
- *Contribute and make recommendations to project cost estimates and schedules.*
- Participate in evaluating engineering plans, work process, project reporting systems and procedures in review of construction, remodel, rehabilitation, and improvement projects and for compliance with construction standards. Review specifications to comply with District standard and project goals.
- Participate in pre-construction meetings.
- Review project schedules and work sequences. Manage and participate in progress and quality reviews.
- Oversee inspection and verification of work completed by inspectors, architects, engineers, other and contractors.
- Coordinate, monitor, and inspect work in progress and ensures compliance with construction standards, regulations, and contractual requirements.
- Review contractor requests for information, cost change orders, and notifications of delays.
- Resolve problems associated with projects. Work with a variety of people to solve technical, and logistical problems including those that are unanticipated.
- Create, assemble, and maintain complete project files from conceptual format through construction closeout including drawings, specifications, contractual documents, work in progress reviews, inspections, communications, and change orders.
- Present information orally at meetings on project activities, including project progress, cost, and completion timelines.

Other Duties:

- Perform related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards excellent customer service, interpersonal skills using tact, patience and courtesy.
- Specialized operational knowledge of construction contracting and management, and the ability to supervise and manage California new school construction and modernization.
- Architectural and engineering methods, principles, practices, materials, costs, construction techniques, trends, regulations, standards and equipment.
- Budget preparation and administration, record keeping, cost analysis and work procedures.
- State laws pertaining to construction, labor relations, fiscal controls, and budgetary guidelines of the public bid construction process.
- Operation of PC and related software computer aided engineering and scheduling programs.
- Management skills to analyze programs, policies and operational needs.
- Safety practices and procedures including OSHA and Cal OSHA regulations.
- Laws and regulations relating to the broad area of school construction and maintenance of facilities.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Inspect school land, buildings and facilities to determine the work needed to construct, repair, refurbish or renovate them and to prevent possible hazards to school children and personnel.
- Identify opportunities for improvement and direct the implantation of changes.
- Read and interpret blueprints, mechanical, electrical, civil and structural drawings, plans and sketches.
- Perform complex mathematical computations.
- Prepare clear and concise administrative and financial reports and make presentations, develop spreadsheets, databases, project schedules, budget, and reports.
- Plan and organize department workload to meet schedules and timelines.
- Follow good health and safety principles and practices.

Education/Experience: Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above and successful completion of the Merit examination process is required. Typically, this would be gained through a bachelor's degree in business administration, engineering, architecture, facilities planning, construction, or a related field and three years' experience in construction or project management. School district or public sector experience is preferred.

Licenses and other requirements: A valid California Driver License and ability to maintain automobile insurance required. Certification as a CA Professional Engineer, Architect, or Project Manager is desired.

Working Conditions:

Environment: Office and field environment. Seasonal heat, cold, wind or other adverse weather conditions. Construction building site. Driving a vehicle from site to site.

Physical Demands: Sitting, standing, or walking for extended periods of time. Dexterity of hands and fingers to operate a computer keyboard and telephone. Seeing to review written documents, read blueprints, sketches and schematics and inspect sites. Hearing and speaking to exchange information in person and on the telephone. Bending at waist, kneeling or crouching.

Reaching above shoulders, overhead and horizontally. Pulling, pushing and carrying heavy objects. Physical agility and stamina.

Hazards: Exposure to noise, fumes, weather, moving equipment and machinery in the course of inspecting and supervising work.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 260

Approved by the Personnel Commission: 4/23/25