

**PLEASANTON UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Project Manager, Facilities and Construction (Coordinator II)

CLASSIFICATION: Classified

REPORTS TO: Director of Facilities and Construction

DESCRIPTION:

Under general supervision of the Executive Director of Facilities and Construction, the Project Manager will coordinate and supervise the design, pre-construction, construction, reconstruction, alteration, relocation and inspection of school buildings, facilities and other capital outlay projects or facilities within the Pleasanton Unified School District, supervise the work of construction inspectors, and perform all other related duties as assigned.

PERFORMANCE RESPONSIBILITIES:

- Manages the programming and design phases of construction projects.
- Assists with research and preparation of bids, contracts and related documents.
- Develops cost, time and material estimates for construction projects.
- Assists with budget preparation related to construction and other capital outlay projects.
- Reviews plans, specifications, inspection reports and other documents related to construction projects for compliance with project requirements.
- Works closely with site administrators and staff in order to expedite construction projects.
- Supervises the work of construction inspectors and reviews all construction inspection reports.
- Regularly apprises the Executive Director of Facilities and Construction of the progress of construction projects.
- Identifies and closely monitors construction project problems and/or delays and makes recommendations to resolve situations in an expeditious, cost-effective manner.
- Ensures conformance with contract documents, review and approval of change orders, and payment requests, etc.
- Assists with serving as the district's liaison among contractors, architectural consultants, district staff, students, parents and community groups affected by facilities projects and facilitating the process so that educational goals and objectives of the district can be met during and after construction.
- Assists the Executive Director of Facilities and Construction with district representation planning matters with the city, county, California Department of Education, local utility companies, Office of Public School Construction, and Division of State Architect.

- Monitors contracts, reviews contractors' requests for reduction in retention amounts, reviews and monitors liquidated damages, reviews and approves contractors' monthly payment requests, and reviews contractors' final payment requests.
- Responsible for reviewing, negotiating, and processing the cost or credit of change orders and assists in the resolution of disputes.
- Maintains construction project records, including plans, specifications, documents, transmittals, meeting minutes, photos, financial records, logs, schedules, videos, complete construction files, project closeout documents, and other documents as required to effectively manage the assigned project(s).
- Prepares comprehensive reports concerning the status and progress of various projects.
- Organizes information, prepares materials, creates agendas for staff and public presentations.
- Perform other duties as assigned.

KNOWLEDGE OF:

- Safe work practices including OSHA regulations, as they relate to the position.
- Methods, materials, tools and terminology used in the building trades.
- Applicable statutes, codes, ordinances, administrative regulations, inspection practices, and other requirements associated with construction of school facilities.
- Methods and processes of preparing construction cost estimates and building specifications.
- Theories of education facility design; instructional theory, methods, and practices; state educational facilities guidelines.
- General terms, procedures, and practices in the planning, design, construction, rehabilitation, maintenance, and operation of school buildings and facilities.

ABILITY TO:

- Read and interpret construction specifications, architectural drawings, diagrams, and schematics.
- Prepare technical reports and specifications.
- Plan, schedule, cost estimate, and organize tasks.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Establish and maintain cooperative working relationships with those contacted in the course of business.
- Communicate effectively orally and in writing.
- Plan-check during all phases of building inspection: structural, plumbing electrical, mechanical, landscaping and building envelopes.
- Aid in the design, construction, and renovation of appropriate, effective, efficient, and safe facilities; interpret data from a variety of sources to extract necessary data for preparation of plans and reports.

- Analyze problems and develop remedies while diplomatically and effectively carrying out plans and solutions.
- Evaluate construction schedules to ensure that construction is accomplished efficiently in relation to instruction needs. Conduct research, prepare and present oral and/or written reports, and represent the district publicly.
- Control quality of projects, schedules, and budgets.
- Perform a wide range of professional, administrative, advocacy, and liaison duties involved in the construction process. Work effectively with district administrators and representatives of a wide variety of public agencies, community groups, and private industry. Meet physical and/or mental requirements associated with tasks outlined in this position.

TRAINING AND EXPERIENCE:

- Bachelor's Degree in Business Administration, Engineering, Architecture, Construction Management, or a related field preferred, or the equivalent combination of education and/or experience.
- Minimum of three years of experience in school construction or related field, including contract management, project management and/or supervisory experience.

LICENSES AND CLEARANCES:

- TB Clearance
- Department of Justice fingerprint clearance
- Valid Driver's License

TERMS OF EMPLOYMENT:

220 Days, Management/Confidential Salary Schedule

BOARD APPROVED: May 8, 2025