

Position: Project Manager	FLSA: Non-exempt
Department: Facilities & Planning	Salary Grade: 20
Reports to: Director of Facilities & Planning	

OVERALL OBJECTIVE AND SUMMARY

Coordinates and organizes construction, reconstruction, alteration projects, relocation of school buildings and facilities, and other capital outlay projects; assists in the coordination and development of short and long range master plans for school housing facilities; develops, coordinates, implements and monitors school construction projects; and assists in the development of tax and bond programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee construction operations, administration and schedules and provide direction as necessary.
- Review plans, inspect construction projects and make recommendations to insure compliance with legal requirements, construction project drawings and specifications.
- Keep District officials informed of status of construction projects through conferences and written reports.
- Assist in the preparation and explanations on proposed and on-going building program activities before public groups and official bodies, as required.
- Serve as liaison among District administrators, construction inspectors, architects and contractors, planning and construction agencies.
- Make recommendations in connection with planning, design, construction, change orders, design modifications and contract administration in the District's building program.
- Coordinate activities on projects beginning with the preparation of educational specifications through occupancy stage of construction.
- Meet and confer with appropriate officials in the State, County and City Governments and make professional recommendations to insure compliance with laws and regulations governing financing, planning and construction of school facilities.
- Assist in the coordination and development of short and long range plans for the housing of students and related district support functions.
- Assist in the development of Demographic Studies using computerized GIS software.
- Assist in the preparation of data and other support materials for Mello-Roos Community Facilities District and General Obligation Bond elections.
- Assist in the preparation and monitoring of the Tax Report for the annual levy of the Mello-Roos Tax.

- Assist in the preparation and coordination of the environmental impact review for all district projects and prepare input and response on behalf of the district where appropriate.
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- Assist with the preparation of data, support materials and project applications for the State School Building Program.
- Assist in the preparation and coordination of the justification for the collection of all developer fees.
- Assist in the development of student enrollment projections and residential housing trends for income, staffing and student housing.
- Assist in the development of enrollment project methods to incorporate information on housing starts, child bearing females, birth rates, transit rates, work generation factors, ethnicity factors, regular and special census, and other pertinent factors.
- Assist in the preparation and analyzation of demographic information to establish new school attendance area boundaries.
- Assist in the monitoring of residential subdivision activities that affect the district and recommend the selection of school sites.
- Represent the district at meetings regarding schoolhouse-planning matters.
- Assist with the preparation of conceptual design, design specifications, and cost estimates for school construction/modifications/renovation projects.
- Testify on behalf of district before local and state planning, regulating and governmental agencies.
- Make periodical special reports to district personnel on school planning matters.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Building construction methods and materials.
- Preparation of cost estimates and specifications.
- Methods, materials, tools, and terminology used in the building trades.
- Applicable codes, ordinances, and regulations.
- Research procedures and projection methods for births/population/housing/enrollment trends.
- Personal computer based software programs that support this level of work, including but not limited to, word processing, spreadsheet, and data bases.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Read and interpret construction specifications, architectural drawings, diagrams, and schematics.
- Communicate effectively both orally and in writing.
- Operate a personal computer including, but not limited to, spreadsheets, databases, and word processing.
- Make data presentations as needed.
- Deal tactfully with the public and other agencies.
- Respond quickly to unscheduled situations.
- Provide properly registered, safe and insured automobile as required.
- Access all areas of construction (including roof levels, below ground and confined areas).
- Plan work and carry through to completion without close supervision.
- Coordinate and inspect construction and maintenance projects.
- Analyze situations and develop appropriate recommendations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Keep accurate records and maintain project plans and files.
- Interpret and explain district policies and building programs.

PHYSICAL ABILITIES

This position requires:

- The ability to sit for prolonged periods of time
- The ability to walk over uneven ground in a muddy or dusty environment.
- Sufficient vision to read printed materials.
- Speaking and hearing ability sufficient to hear over a phone and carry on conversations.
- Sufficient body movement and mobility to drive a car, climb, bend and kneel.
- The ability to demonstrate flexibility and ability to respond quickly in emergency situations.

EDUCATION AND EXPERIENCE

B.A. or B.S. degree in Architecture, Engineering, or Construction Management, preferably with emphasis in school or public projects, is desired. Additional four years experience in building construction and/or building maintenance work with management or supervisory experience may be considered in determining college equivalency. Four years in building construction work with management and supervisory experience is desired.

License or Certificate

Possession of a valid California Class C driver's license and District-required insurance.