

Position: Construction Manager

Classification: Classified Management

FLSA: Exempt

Reports to: Department Administrator

Range: Classified Management Salary
Schedule

EDUCATION AND EXPERIENCE

Education and Experience:

Any combination equivalent to bachelor's degree in Industrial Technology, Construction Management, Architecture, or related discipline, or a minimum of 5 years of progressively responsible experience in school maintenance, construction management, and industrial electrical construction.

Licenses and other Requirements:

Valid California driver's license.

SUMMARY

Plan, coordinate, organize, and supervise construction, reconstruction, alterations, repairs, relocation of buildings and structures, and other capital outlay projects.

SPECIFIC RESPONSIBILITIES

1. Coordinate construction projects with architects, contractors, and school administrators.
2. Participates in the development and implementation of goals, objectives, policies and priorities for Facilities Planning. Identifies resource needs. Recommends and implements policies and procedures.
3. Monitor construction project activities and make recommendations to insure compliance with regulatory agencies, legal requirements, and construction project drawings and specifications.
4. Conduct investigations and make recommendations in connection with planning, design, construction, change orders, design modifications and contract administration.
5. Generate project reports that provide construction timelines, budget, and project scope.
6. Apply and explain state guidelines and state-building and/or state codes.
7. Evaluate and recommend programmatic scope of K-12 building projects.
8. Review and interpret construction specifications, schematics, and drawings.
9. Review, evaluate, and make recommendations on drawings, specifications, and all associated project documents for quality and constructability.
10. Reviews and process requests for progress payments from contractors, architects, engineers, and vendors.
11. Reviews schedules, timelines, and reports for construction project activities.
12. Attend and provide expertise to meetings involving on-going and new projects with architects and school administrators; meet with regulatory agencies on State and local level as necessary.
13. Identifies opportunities for improving service delivery methods and procedures. Reviews with appropriate management staff. Implements improvements.
14. May participate in the inspection, review, and evaluation of facilities, grounds, and work areas and prepares recommendations related to short- and long-range facilities projects.
15. Oversees project budget. Forecasts additional funds needed for staffing, equipment, materials, and supplies. Directs the monitoring of and approves expenditures. Recommends adjustments as necessary.
16. Keep District officials informed of status of construction projects through written reports.

17. Assists in the supervision and evaluation of assigned personnel; trains personnel in assigned areas.
18. Perform related duties as assigned.

SPECIFIC QUALIFICATIONS

Directs, plans and coordinates construction and maintenance projects within the Facilities Planning Department. Coordinates assigned activities with other departments outside agencies and the general public in connection with accomplishing capital construction projects. Provides highly responsible and complex coordination to the District Administration, communications are broad in scope, extending to outside experts and agencies.

Knowledge of:

- Construction management methods.
- Architectural methods and techniques.
- Operation of computer-aided design software.
- Building methods and materials.
- Construction technology.
- Construction delivery methods.
- Construction project scheduling.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities, including but not limited to Public Contract Code.
- Applicable sections of the State Education Code, building codes, electrical codes and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Coordinate construction projects and activities.
- Meet schedules and time lines.
- Interpret construction specifications, drawings, diagrams, and schematics.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Prioritize and schedule work.
- Maintain current knowledge of technological advances in the field.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Board Approved: 4.27.2021