

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Facilities Project Manager

QUALIFICATIONS

- EDUCATION: Any combination equivalent to graduation from high school, supplemented by college-level courses in maintenance administration, accounting, business management, or closely related fields.
- EXPERIENCE: Five years of skilled and increasingly responsible experience in building construction, maintenance, and custodial work of which at least two years shall have been in a supervisory capacity.
- KNOWLEDGE OF: Tools, materials, working practices and methods of the building trades; materials, equipment, working procedures and methods required in a school district building and grounds maintenance program, and in the repair and minor construction of school facilities; landscaping, plant propagation, soils, insecticides and gardening tools; laws affecting the maintenance, repair and construction of school buildings; cleaning and custodial procedures and standards; principles of supervision, training and management.
- ABILITY TO: Plan and supervise a district-wide maintenance program; train and supervise skilled, semi-skilled and unskilled custodial, building, and grounds maintenance personnel; read and interpret building plans; plan, direct and supervise the renovation, remodeling, cleaning, or major repair of school district facilities; prepare estimates of the material and labor costs of maintenance projects; develop and maintain cooperative working relations with school administrators, contractors and others contacted in the course of the work; follow written and oral directions; prepare and present oral and written reports.
- LICENSE: Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.
- PERSONAL QUALIFICATIONS: Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction of the Director of Facilities, the Facilities Project Manager is responsible for overseeing the planning, coordination, and execution of school construction, modernization, and capital improvement projects funded by Measure D and other facilities programs. This position ensures that all projects are delivered on time, within budget, and in compliance with applicable laws, codes, and District standards. The Facilities Project Manager provides technical and administrative support throughout all phases of a project, including preconstruction, construction, and close-out. The role involves close

coordination with architects, engineers, contractors, consultants, and District staff to ensure effective communication, budget control, and timely progress. The Facilities Project Manager also supports procurement, contract management, reporting, and community engagement efforts tied to facility upgrades that directly impact student learning environments.

### DUTIES AND RESPONSIBILITIES

As assessed by the Director of Facilities, the outcome of the Facilities Project Manager's job performance will be as follows:

1. Manage all phases of school construction and modernization projects, including planning, design, construction, and close-out.
2. Coordinate project development activities with architects, engineers, consultants, contractors, inspectors, and District staff.
3. Facilitate pre-bid, pre-construction, construction progress, and close-out meetings; document and distribute meeting notes.
4. Review and interpret project drawings, specifications, and construction documents to ensure quality, feasibility, and constructability.
5. Monitor construction sites through regular field visits to assess progress, verify work quality, and ensure contractor compliance with contract terms.
6. Maintain detailed project documentation, including contracts, schedules, reports, correspondence, and change orders.
7. Oversee preparation and review of bid documents, RFPs, and RFQs; assist in procurement and contractor selection.
8. Evaluate and recommend contract awards in compliance with public contracting laws and District policies.
9. Track project timelines, budgets, and deliverables; maintain cost control and forecast future expenditures.
10. Review and process payment applications, progress payments, and invoices for accuracy and alignment with project milestones.
11. Coordinate project-related communication between District departments, school site administrators, and external stakeholders.
12. Assist in preparation of board agenda items, presentations, and project updates for District leadership and the public.
13. Manage project changes, including reviewing and recommending change orders, design modifications, and budget amendments.
14. Ensure timely completion of project punch lists, DSA close-out, and transition to Maintenance and Operations teams.

15. Ensure compliance with applicable codes and regulations, including DSA, CEQA, DTSC, CDE, and local jurisdictional requirements.
16. Support site selection, site evaluation, and relocatable classroom placement processes as needed.
17. Review municipal development plans and coordinate with city agencies on required improvements such as driveways, sidewalks, and traffic circulation.
18. Coordinate and manage project-related environmental compliance documentation and submittals.
19. Monitor contractor performance and ensure compliance with safety protocols, labor laws, and prevailing wage requirements.
20. Support capital planning efforts by participating in long-range facility planning and updates to the Facilities Master Plan.
21. Prepare and present project updates, timelines, and financial reports to committees, school staff, and the Board of Education.
22. Develop and maintain project schedules using project management software and tools.
23. Serve as liaison among District departments, consultants, contractors, and external regulatory agencies.
24. Support planning committees, design teams, and educational specification development as assigned.
25. Participate in the development, review, and updating of District facility standards and specifications.
26. Assist in grant applications, funding requests, and required reporting to agencies such as OPSC.
27. Respond to inquiries from staff, the public, and other agencies regarding facilities planning and construction.
28. Coordinate and supervise the installation of FF&E (furniture, fixtures, and equipment) as needed for completed projects.
29. Assist with facility assessments and field inspections to develop short- and long-range maintenance and improvement plans.
30. Participate in investigations and analysis related to design deficiencies, construction issues, and risk mitigation.
31. Recommend improvements to procedures, workflows, and service delivery related to facilities project management.
32. Maintain effective working relationships with District staff, community members, and public officials.
33. Attend and participate in trainings, workshops, and meetings to remain current on regulations, standards, and best practices.
34. May assist in supervising assigned staff, consultants, or temporary project team members.

35. Perform other related duties as assigned to support the success of the District's facilities and bond program.
36. Other duties assigned by the Director will have been effectively accomplished.

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