CONSTRUCTION MANAGER II

Primary Function

Under direction, performs work of considerable difficulty coordinating and organizing construction, reconstruction, modernization, alteration projects, relocation of school buildings and facilities; manages maintenance and capital improvement projects; monitors and oversees the processing of all financial information related to District construction projects; performs other administrative and construction-related duties as assigned by the Director of Maintenance and Operations.

Directly Responsible To: Director of Maintenance, Operations and Facilities

Major Responsibilities

1. Review plans, inspect construction projects, and make recommendations to ensure compliance with legal requirements, construction project drawings, and specifications.
2. Prepare and evaluate proposals for programs, projects, and schedules.
3. Keep District officials informed of status of construction projects through conference and written reports.
4. Works closely with architects/engineers during design phase to ensure that the District's program requirements are addressed.
5. Review designs, plans, estimates, specifications, shop drawings and submittals.
6. Provide personal and continuous inspection through all stages of construction to ensure that requirements of the approved plans and specifications are being completely executed.
7. Prepare punch lists itemizing defects in construction, materials and quality of work.
8. Notify commissioned architects, engineers, and appropriate administrative officials of any material or workmanship which does not meet specifications.
9. Prepare budgets, correspondence and reports.
10. Prepare analyses and reports on engineering and construction problems.
11. Assist in the development of a comprehensive inventory of all the District's building systems and make recommendations for short and long range life cycle replacement program.
12. Prepare and provide oral and written reports on proposed and on-going building program activities before public groups and official bodies, as required.
13. Work directly with Federal, State and Local Agencies.
14. Serve as liaison among District administrators, construction inspectors, architects and contractors, planning and construction agencies.
15. Participate in decision-making meetings.
16. Conduct investigations and make recommendations in connection with planning, design, construction, change orders, design modifications, and contract administration in the District's building program.
17. Work directly with contractors and District and State inspectors.

18. Coordinate activities on facility projects from design through occupancy.
19. Meet and confer with appropriate officials in the State, County, and City Government and make professional recommendations to ensure compliance with laws and regulations governing financing, planning, and construction of school facilities.
20. Monitor progress of projects; recommend approval of progress payments for satisfactorily completed work.
21. Monitor compliance of contractors with labor and safety codes, standards, and equal employment opportunity laws and guidelines.
22. Monitors and oversees the recording and processing of all financial information related to District construction projects.
23. Coordinates the development of reports and accounting transactions with Fiscal Services Department.
24. Prepares submittals and closes out all Federal, State and Local financial/informational reports, applications and submittals.
25. Prepares and reconciles computer accounting reports.
26. Performs these duties and responsibilities, including supervisory and advisory, as may be prescribed by the Superintendent.

Qualifications

Knowledge and Skills

1. Knowledge of the methodologies and materials employed in contemporary construction and building maintenance.
2. Knowledge of Local, State and Federal regulations, codes and ordinances related to the maintenance and construction of school facilities.
3. Knowledge of the methods, materials, tools and terminology used in the building trades.
4. Knowledge of basic accounting principles and practices, including the preparation and maintenance of reports.
5. Knowledge of Public School design/modernization funding processes.
5. Skill in all phases of financial record keeping.
6. Skill in preparing financial reports according to established guideline.
7. Skill in the preparation of reports and budgets.
8. Skill in communicating with diverse groups in a manner that positively represents the district.
9. Skill in planning and organizing construction projects.
10. Skill in establishing and maintaining effective working relationships with others.
11. Skill in operating a computer and using spreadsheet and word processing programs.
12. Skill in employing data collection, analytical methods and procedures.
13. Ability to exercise good judgment and tact.
14. Ability to cope with crisis and emergency situations.
15. Ability to initiate and coordinate programs and projects.
16. Knowledge of school district operations and procedures.
17. Ability to train and supervise selected staff.

Education, Training, and Experience

1. Any combination of education and experience equivalent to: B.A. or B.S. in business, architecture, engineering, or construction management preferably with emphasis in school or public projects. Three to five years of experience in building construction work with management or supervisory experience may be considered in determining college equivalency.
2. Possession of a valid California Drivers License.

Mgmt. Salary Schedule
Range 10

Approved 8/13/02