

CLASS SPECIFICATION
Facilities Planning/Capital Projects Manager

GENERAL PURPOSE

Under general direction, plans, coordinates and manages all aspects of large construction, renovation rehabilitation and maintenance projects for District properties and facilities; reviews and manages the activities and work of personnel engaged in the planning, management and administration of construction, renovation, rehabilitation and maintenance for District properties and facilities and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

With direction from the Director, Facilities Planning and Operations, The Facilities Planning/Capital Projects Manager is responsible for managing all elements and activities of large construction, renovation and maintenance contracts for District buildings and facilities. Projects managed by incumbents include remodeling and improvements of existing facilities, large scale maintenance and renovation projects, the design and construction of new buildings and facilities and the management and use of interim/relocatable buildings. Duties are carried out with considerable independence within a framework of established policies, procedures and guidelines. Work and results are viewed through inspection and analysis of records, reports and completed projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Coordinates, oversees and inspects the work of contractors engaged in construction, renovation, maintenance and repair projects on District buildings, structures, grounds and facilities.
2. Inspects buildings and facilities to determine renovation, maintenance and repair needs; advises District staff regarding the best methods for correcting deficiencies; identifies/notifies concerns on possible hazmat/abatement work necessary prior to project start.
3. Conducts pre-construction conferences on assigned projects; prepares design and construction cost estimates for assigned projects; assists in the preparation of project specifications and bid packages; meets and confers with engineers, architects and other District staff to determine bid specifications; coordinates bidding process with District procurement staff.
4. Monitors construction, renovation and maintenance projects for contract and code compliance; conducts regular site visits to check project progress and compliance; interprets contract documents, technical specifications and plans; issues verbal and written directions; acts as mediator between contractors and District staff; inspects completed work to ensure compliance with all applicable codes, laws and regulations; certifies completion of assigned projects and authorizes contractor payments, as well as authorizing invoices for leased buildings and classrooms.
5. Plans, coordinates, supervises and participates in the design, cost control and management of construction projects on District-owned properties and facilities, including new construction, rehabilitations, renovations and remodeling; develops facilities project budgets and short- and long-range capital improvement budgets for facilities that may involve federal and state bonds and refund processes; works with District staff to determine student enrollment projections, current and future staffing needs and inventory of teaching stations that affect facilities use and development; monitors individual project and program facilities budgets; monitors programs and projects to ensure compliance with relevant laws, codes, regulations, contracts and District standards and specifications.
6. Oversees and participates in the evaluation of proposed projects ensuring compliance with District standards and criteria; prioritizes projects for implementation; evaluates architectural and engineering firms for assignment of projects based on design and construction abilities; prepares, revises and submits agenda items regarding the hire of architectural, engineering, facilities, financial and environmental consultants; reviews architectural plans, specifications and cost estimates to ensure compliance with established design parameters; working with staff, consultants, architects, engineers and contractors, determines that the costs

for construction contracts are reasonable and that proposed projects are designed to be as cost effective as possible.

7. Evaluates various technical engineering and construction-related reports and studies related to proposed projects; reviews work submitted by architects and engineers to ensure that submittals are in accordance with District standards and specifications, and determines that the terms of related agreements and contracts are met.
8. Provides expert technical advice and assistance to assigned staff, other departments, District and school administrators, contractors and others; coordinates the department's activities with other departments, school site personnel, public agencies and the public; interprets and explains the District's facilities construction policies, procedures, regulations, standards and specifications to assigned staff, other departments, school site personnel, engineers, architects, contractors and the public; serves as District representative to various external public agencies.
9. Develops, prepares and maintains a variety of records, files, studies and reports pertaining to the District's facilities planning operations and student growth within the District; updates various District facilities reports and master plans, including the ADA Transition Plan, Facilities Needs and Conditions Assessment, Master Facilities Plan and Inventory of Relocatable Classrooms.
10. Makes determinations with regard to change orders and other modifications to construction documents to reflect field conditions or other unanticipated problems; ensures that the District receives appropriate credits for cost-reducing changes.
11. Coordinates the work of certified construction inspectors on assigned projects.
12. Coordinates and participates in project meetings with contractors and District staff.
13. Acts as owner/agent on assigned projects.
14. Monitors construction projects to ensure compliance with relevant laws, codes, regulations, contracts and District standards and specifications.
15. Provides expert technical advice and assistance to staff, other departments, District and school administrators, contractors and others.
16. Develops and maintains a variety of records, files and reports pertaining to the section's work and activities.
17. Participates in and advises others in the development of short- and long-range capital improvement budgets for facilities.
18. Participates in the development of construction policies, procedures, standards and specifications for District facilities.
19. Coordinates the section's activities with other divisions, departments, school site personnel, public agencies and the public.
20. Interprets and explains the District's facilities construction policies, procedures, regulations, standards and specifications to staff, other departments, school site personnel, engineers, architects, contractors and the public.
21. Maintains project records, incorporates applicable information into site files, records, cost data, and provides such reports as may be required relating to facilities, construction, and/or the State School Facility Program.
22. Regularly visits site. Develops and maintains up-to-date comprehensive inventory of classrooms, including relocatable buildings. Annually updates the district's ADA Transition Plan. Annually updates SP-1A site diagrams. Performs such tasks and assumes such responsibilities as may be assigned by the Director Facilities Planning and Operations.

OTHER DUTIES

1. Serves as District American Disability Act Coordinator.
2. Participates on a variety of District committees; chairs monthly Facilities Team meetings and Measure “T” Citizens’ Oversight Committee.
3. Oversees maintenance and update of District aerial photographs.
4. Operates vehicles to travel to various District sites and ensures proper maintenance of District vehicles.

EMPLOYMENT STANDARDS

Knowledge of:

1. Principles and methods used in various building construction and maintenance
2. Methods, techniques and materials used in school construction, remodeling and rehabilitation of commercial and mixed-used properties
3. Basis business contract law
4. Laws, ordinances and codes regulating building construction and zoning
5. Architectural, engineering and construction methods of school facilities.
6. Local, State and Federal building, environmental, accessibility and safety codes.
7. Interpersonal skills using tact, patience and courtesy.
8. Correct English usage, spelling grammar and punctuation.
9. Administrative research, methods and report preparation.
10. Principles of management, supervision, training and performance evaluation.

Ability to:

1. Plan, assign, organize, supervise, inspect, train and evaluate the work of others.
2. Supervise and direct a large facilities construction and project management functions.
3. Review plans, blueprints and specifications for building and related construction projects and determine compliance of plans with codes and regulations
4. Inspect building sites during construction, alteration or repair and enforce a wide range of building, zoning and related codes and regulations.
5. Analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action.
6. Develop and implement goals, objectives, policies, procedures, work standards and management controls.
7. Prepare clear and concise records, reports, correspondence and other written materials.
8. Exercise sound independent judgment within general policy guidelines..
9. Establish and maintain effective working relationships with all levels of District management, staff, representatives of other public agencies, consultants, contractors, the public and others encountered in the course of the work.

Education and Experience

A combination of experience and education which would provide the knowledge and skills necessary for satisfactory job performance, a Bachelor's degree from an accredited college or university in planning, architecture, engineering, or closely related field is desired.

A minimum of two (2) years of responsible management experience in architecture, construction, or facilities management, and practical experience in architectural design of school facilities.

License Requirements

Possession of a valid California architectural license preferred as well as a valid California motor vehicle operator's license authorizing the driving of a district vehicle. Insurability by the district's liability insurance carrier. Upon hiring, as a condition of employment, an employee may be required to attain certificates relating to the job prior to completion of their probationary period. Cost of the certificates and renewals, unless otherwise authorized, will be borne by the employee

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

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 and hear. The employee frequently is required to stand; walk; and use hands to finger, handle, or feel objects, tools, or controls. The employee is regularly required to sit and reach with hands and arms.

Moderate to heavy lifting and/or carrying of objects weighing up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. May be necessary to stand for long periods on concrete floors, and to work in areas where there are extremes in temperature.

The noise level in the work environment is usually moderate.