

## FACILITIES PROJECT MANAGER II

### **DEFINITION:**

Under direction of the Executive Director of Facilities Development, the Facilities Project Manager II coordinates construction, modernization, alteration, and relocation of school buildings and facilities. Develops design drawings for CUPCCAA and Lease/Lease Back projects and other capital outlay projects.

### **QUALIFICATIONS:**

A combination of education, training and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. Additional experience, as outlined below, may be substituted for required education or specialized training on a year-for-year basis. A typical combination includes:

#### **Experience:**

- A minimum of five (5) years of facilities-related construction experience.
- Experience in design and construction of TK-12 educational facilities.
- Experience in a large California public school district preferred.

#### **Education:**

- Graduation from a four-year (4) accredited college or university with a degree in business, planning, construction management or related field.
- Equivalent training/work experience directly related to school facilities or construction.

**License(s):** A California Contractor's License or equivalent is preferred.

### **DISTINGUISHING CHARACTERISTICS:**

Manage construction projects in collaboration with contractors, architects, inspectors, and engineers. Regularly updates the Executive Director of Facilities Development regarding project status. The Facilities Project Manager II position includes higher-level technical and strategic duties, such as developing design drawings and bidding documents for specialized projects (CUPCCAA and Lease/Lease Back), leading the preparation of strategic master plans, managing compliance across multiple programs, and taking a more active role in procurement and value engineering. These responsibilities reflect a step up in complexity and scope compared to the Facilities Project Manager I role. The Facilities Project Manager II is expected to perform all tasks of the Facilities Project Manager I, in addition to handling more complex and strategic assignments that require advanced technical and leadership skills.

### **ESSENTIAL FUNCTIONS:**

This job description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management reserves the right to add, modify, change or rescind essential functions of a position at any time.

#### ***Facilities Project Manager II specialized duties:***

- Develop design drawings, specifications and project bidding documents for CUPCCAA and Lease/Lease Back projects
- Leads the development and formulation of comprehensive, long-range capital improvement master plans, integrating advanced construction methodologies, modernization strategies, and renovation initiatives to align facility growth with district objectives and regulatory requirements.
- Guide and integrate multiple complex construction programs, applying advanced project management techniques and strategic oversight to ensure all initiatives meet federal, state, city, and district standards, optimize resource allocation, and support long-term organizational objectives.

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- Designs and implements integrated project scheduling systems, leveraging advanced analytics to optimize timelines, resource allocation, and cost controls across multiple concurrent construction initiatives, while leading strategic reviews to ensure alignment with district priorities and industry best practices.
- Develops and oversees the creation of Requests for Qualifications (RFQ) and Requests for Proposals (RFP), apply advanced evaluation criteria and strategic sourcing methods to attract and select top-tier vendors and partners for complex construction projects.
- Assists in the development and preparation of scope of work and corresponding bid packages.
- Analyzes and interprets all plans and specifications associated with current construction. Reviews work to assure proper adherence to plans as construction moves forward.
- Inspects new construction, major maintenance, and repair work for the purpose of ensuring that jobs are completed efficiently and in compliance with construction documents and product specifications and within local/state/federal regulations and approving inspection reports.

### ***Facilities Project Manager I*** (all duties and responsibilities below are fundamental requirements for the *Facilities Project Manager II* position)

- Manages a wide variety of construction programs and plans for the purpose of ensuring compliance with federal, state, city and/or county regulations and District objectives.
- Assists in the development and preparation of scope of long-range capital improvement strategic master plans, including new construction, modernization, and renovation plans.
- Develops project schedules, cost estimates and work sequences, and sets up, manages, and participates in progress and quality reviews, and value engineering.
- Coordinates activities associated with the construction of new schools and additions of existing schools, alterations and improvements of existing structures and temporary classroom buildings and moving and demolition of buildings.
- Conduct investigations and make recommendations in connection with planning, design, construction, change orders, design modifications, and contract administration in the District's building program.
- Reviews plans, inspects construction projects, and makes recommendations to ensure compliance with legal requirements, construction project drawings, and specifications.
- Prepares analyses and reports on engineering, construction problems, and progress of projects.
- Reviews, verifies, and approves payment requests for architects, engineers, contractors, and other entities.
- Prepares and assists in the Requests for Qualifications (RFQ) and Request for Proposals (RFP).
- Keeps District officials and supervisor informed of construction projects status through various methods, including meetings and written reports.
- Serves as liaison among District administrators, construction inspectors, architects, contractors, and planning and construction agencies.
- Manages, coordinates, and provides feedback to each campus as to the assessment of impact of projects on ongoing campus schedules and operations.
- Maintains complete project files including drawings, proposals, contracts, work in progress reviews and inspections.
- Collects and disseminates pertinent information to consultants on the existing campus infrastructure and coordinates with the District Maintenance and Technology Departments.
- Participates and coordinates in the required final close-out documents, including occupancy of buildings certificates and required State submittals.
- Attends and participates in District, staff, State agency, City, County, and community meetings, as required.

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- Assists in the coordination and administration of any special use of school facilities usage, the procedure for granting such use, the maintaining of insurance requirements and compliances, and the invoicing and accounting for special use.
- All other duties, as assigned.

### KNOWLEDGE:

- Applicable building codes, ordinances, and regulations of state and local authorities.
- Office of Public-School Construction (OPSC), Division of the State Architect (DSA), California Department of Education (CDE) and California Environmental Quality Act (CEQA) guidelines and policies.
- State and local building codes pertaining to and their application to school construction and/or modification of facilities.
- Methods, materials, tools, and terminology used in the building trades.
- Bidding processes and various project delivery methods (Design-, bid-, build, LLB, CMMP At Risk).
- Public Contract Code and Division of the State Architect Policies and Procedures.
- Principles and standard practices of architecture.
- Relationship of architectural design to other engineering features of buildings, including costs and operation comparisons.
- Major computer aided software programs, including Word, Excel, Power Point Blue Beam and Google Applications.
- Principles of training and supervision

### ABILITIES AND SKILLS:

- Preparation of cost estimates, develop design drawings, develop project bidding documents and specifications.
- Read and interpret construction specifications, architectural drawings, diagrams, and schematics.
- Develop planning documents; visualize conceptual plans and designs.
- Prepare technical reports, present data graphically.
- Determine priorities and schedule, supervise, and coordinate the work of multiple building inspectors.
- Plan work and carry through without supervision; supervise the work of others.
- Coordinate and inspect construction and maintenance projects.
- Coordinate the work of outside contractors and professionals.
- Analyze situations and develop appropriate recommendations.
- Establish and maintain effective working relationships with others.
- Communicate effectively, verbally and in writing.
- Travel throughout the District.
- Establish and maintain effective working relationships with others.

### PHYSICAL REQUIREMENTS:

**Physical Abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

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### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate to severe.
- Employees in this position will be required to work indoors in a standard office environment and outdoors as needed and will come in direct contact with district staff and the public.