

FACILITIES PROJECT MANAGER I

DEFINITION:

Under direction of the Executive Director of Facilities Development, the Facilities Project Manager, I will be responsible for the coordination and organizing of construction, modernization, alteration projects, relocation of school buildings and facilities, and other capital outlay projects.

QUALIFICATIONS:

Experience:

- Five (5) years of supervisory experience in school building construction and technical experience in building construction work.

Education:

- High School Diploma or Equivalent.

License(s) & Certification(s):

- Possession of a valid California Driver's License.

DISTINGUISHING CHARACTERISTICS:

This is a management position working with contractors, architects, inspectors, and engineers for various construction projects. This position assists in coordinating and overseeing construction projects and maintains continuous communication with the Executive Director of Facilities Development regarding project status. The Facilities Project Manager I requires solid technical knowledge of construction methods, project coordination, and compliance with regulations. The role demands proficiency in managing multiple projects, preparing reports, and maintaining documentation. Communication and collaboration with various stakeholders are essential, as is the ability to analyze and solve project-related issues. While supervisory experience is required, the focus is on effective execution and oversight of established processes.

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.

- 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.
- Assists in the development and preparation of scope of work and corresponding bid packages.
- 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 makes 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).

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- Keeps District employees informed of status of construction projects 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.
- Analyzes and interprets all plans and specifications associated with current construction. Reviews work to assure proper adherence to plans as construction moves forward.
- Maintains complete project files including drawings, proposals, contracts, work in progress reviews and inspections.
- Inspects construction, major maintenance, and repair work to confirm efficiency, compliance with plans and specifications, adherence to regulations, and approves inspection reports.
- 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.
- 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:

- Building construction methods and materials. Preparation of cost estimates and specifications. Methods, materials, tools, and terminology used in the building trades.
- Public Contract code and Division of the State Architect Policies and Procedures.
- Applicable codes, ordinances, and regulations.
- Supervision and evaluation techniques.
- Principles and standard practices of architecture.
- State and local codes pertaining and their application to school construction.
- 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 and Auto Cad.

ABILITIES & SKILLS:

- Read and interpret construction specifications, architectural drawings, diagrams, and schematics.
- Express ideas effectively, verbally and in writing.
- Coordinate and inspect construction and maintenance projects.
- Analyze situations and develop appropriate recommendations.
- Establish and maintain effective working relationships with others.
- Travel throughout the District.
- Establish and maintain effective working relationships with others.

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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.

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(s) 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.