

FACILITIES DEVELOPMENT MANAGER 1625  
SENIOR FACILITIES DEVELOPMENT MANAGER 1639

DEFINITION

Plans and coordinates the execution of pre-construction activities associated with the preparation for the building of new schools and modernization projects. A Senior Facilities Development Manager supervises a team of Facilities Development Managers and other assigned staff to oversee the design, management, and pre-construction activities of school facilities.

TYPICAL DUTIES

Assists the Facilities Asset Development Director in the development of project scope and coordination of architectural planning, design, funding, and development of school facilities.

Provides functional direction over pre-construction project schedules, cost control, dispute resolution, and quality control.

Reviews pre-construction project status to monitor schedule and budget variances relative to submitted schedules.

Assists in coordinating the pre-construction program activities and related work products of those in other District branches and departments such as the Office of Environmental Health and Safety, Real Estate, Community Outreach, School Management Services/ MPD and Maintenance and Operations, Project Execution, Facilities Contracts, and Procurement.

Resolves pre-construction project issues by resolving differences of opinion, conflicts in schedules, and disagreements over the most efficient approach to the plan and design of new schools.

Reviews, recommends, and implements program and project level policy and procedural innovations.

Coordinates with representatives from various utility and government agencies to obtain timely action on successive phases of project completion.

Assesses bid specifications for District need and probability of completion within the specified timeline.

Prepares and writes presentations and board report material and makes presentations to Board Members, District administrators, and representatives of public agencies.

Reviews and verifies submitted applications for payment and performs overall fiscal management of multiple design and construction projects.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Facilities Development Manager provides functional direction over those integral to the preparation of sites for construction activities, including environmental evaluations, design, site due diligence, interim utilization issues, and stakeholder outreach.

A Senior Facilities Development Manager supervises a team of Facilities Development Manager and Design Managers in the preparation and implementation of predevelopment projects;

supports senior administrators and executives on preconstruction project priorities and policies and procedures; and works on complex large scale projects.

The Facilities Asset Development Director provides overall administrative and functional management for pre-construction project development to an assigned geographical region.

## SUPERVISION

General supervision is received from the Facilities Asset Development Director, or other higher level administrator. General supervision is exercised over technical employees assigned to preconstruction activities.

## CLASS QUALIFICATIONS

### Knowledge of:

- Project definition and scope development
- Architectural design
- Engineering theory and practices related to the construction of major building structures and systems
- Design management
- General principles and practices of building construction
- Construction contract administration
- Professional services agreement, bidding documents, and contractual requirements applicable to public works projects
- Program and project management principles
- Principles of the Public Contract Code, contract law scheduling, estimating, and demolition and environmental assessment work
- Budgetary planning and control
- Terminology and provisions of Bond funding
- Microsoft Windows operating systems
- Microsoft Word, Excel, and Outlook

### Ability to:

- Plan, coordinate, and provide leadership for planning and development
- Provide effective oversight of multiple operations
- Handle multiple projects simultaneously
- Evaluate operational effectiveness of pre-construction project team members
- Communicate effectively, both orally and in writing
- Provide impartial and effective analysis of claims and disputes

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree in construction management, urban design, engineering, or architecture.

OR

Graduation from a recognized college or university with a bachelor's degree. A Certificate of Registration and a valid license to practice as a professional architect or engineer in the State of California or a valid Certified Construction Manager (CCM) credential is required within nine months of employment.

Experience:

Facilities Development Manager

Six years of full time, paid-professional experience with the responsibility for preconstruction activities, architectural planning, design, construction, or development of major facilities. A master's degree obtained from a recognized college or university in architecture, engineering, construction management, or urban design may substitute for up to two years of the required experience. Experience in K-12 facility planning, design, development and/or construction is preferable.

Senior Facilities Development Manager

Eight years of full time, paid-professional experience with the responsibility for architectural planning, design, construction, or development of major facilities. A master's degree obtained from a recognized college or university in architecture, engineering, construction management, or urban design may substitute for up to two years of the required experience. Experience in K-12 facility planning, design, development and/or construction is preferable.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
09-05-19  
JPK2

Updated  
01-21-26  
Transportation  
Language Only