

MANAGEMENT JOB DESCRIPTION

CONSTRUCTION AND PROJECT MANAGER

JOB SUMMARY:

Under the direction of the Senior Director, Facilities, Planning, and Maintenance and Operations, provides technical and support services in connection with school site improvements, modernization projects, and new construction. Position requires the employee to assist in managing the preparation and review of project plans and specification; coordinate, plan, and direct the work of others, including supervision over contractors; inspect projects and prepare all documentation required for the successful closeout of all projects.

ESSENTIAL JOB FUNCTIONS:

- Manage plan review, estimate, and schedule work assignments on school site improvements, modification of facilities.
- Manage construction project bid documents; study and analyze the terms and conditions of contract agreements, plans, specifications, addenda, and interpretations.
- Manage the inspection of new buildings, modernization and construction; coordinate required inspections and related engineering programs with state and local agencies.
- Visit construction projects to ensure adherence to construction documents, schedules, budgets, specifications, codes, and regulations.
- Represent the District in project meetings.
- Confer with prospective contractors and assist in soliciting formal and informal bids.
- Solicit and review proposals, review payment requests.
- Review plans and specifications as to feasibility of construction; advise building inspectors and maintenance personnel as required.
- Oversee the maintenance of project records and site files.
- Supervise and schedule building inspectors as required.
- Respond to emergency situations as necessary.
- Prepare reports; maintain communication and cooperative working relationships with site Administrators and other District personnel.
- Provide technical assistance to Facilities, Maintenance and Operations as required.
- Receive, review, and investigate requests for school site improvements and building modifications.
- Perform related duties as assigned.

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ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

Knowledge of building codes, ordinances, and regulations of state and local authorities, including the Division of the State Architect (DSA) in application to construction and/or modernization of school facilities; methods, materials and equipment used in the construction industry; project labor agreements; safe working methods and procedures.

Ability to read and interpret blueprints, plans and specifications; coordinate District projects submitted through DSA and update DSA Box as necessary for close outs and certifications.

Maintain effective working relationships with those contacted in the course of work, including architects, consultants, contractors, and school officials; communicate and interact both effectively professionally; analyze situations and adopt effective courses of action; meet schedules and timelines.

Must have a valid California driver's license, have a good driving record, and maintain insurability under the District's insurance program.

Graduation from high school or equivalent supplemented by college or commercial courses in construction, materials testing and drafting.

Certification in construction management or project management is highly desirable.

Four (4) years of experience in construction/maintenance specification writing and/or preparation, project management and supervision, six (6) years in lead or supervisory position in building construction/maintenance industry is highly desirable.

Management Salary Schedule: M
BOARD APPROVED: 08/12/26
REVISION DATES: