



## PERSONNEL COMMISSION

Class Code: 5104  
Salary Range: 35 (M2)

### ASSISTANT FACILITIES PROJECT MANAGER

#### JOB SUMMARY

Under general direction, perform a variety of increasingly complex and technical duties related to the District's facilities planning and construction program; provide project coordination and management support to department activities and projects; collect and account for developer fees; prepare and maintain a variety of records related to facilities planning and construction; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Perform a variety of increasingly complex and technical duties related to the District's facilities planning and construction program; provide project coordination and management support to department activities and projects. **E**
- Prepare and maintain of a variety of reports, records and files related to assigned activities; maintain data for long and short-range planning; compose written and oral communications to convey information in accordance with District policies and procedures. **E**
- Establish and maintain document control protocols for facilities and construction projects from inception through design, construction, completion and audit. **E**
- Collect and account for developer fees; review and process applications, developer proposals and construction plans for design and building compliance; maintain related records, files and reports. **E**
- Review, analyze and make recommendations for professional services contracts. **E**
- Assist in performing fiscal analysis related to facilities planning and construction accounting, budgeting, invoicing and payment requests; assist in the preparation of expenditure and close-out reports with regulatory agencies. **E**
- Monitor accounts to assure funds are appropriately expended and assure compliance with applicable laws, codes, rules and regulations. **E**
- Assist in analyzing student enrollment projections; conduct facility capacity and enrollment surveys to evaluate needs; perform and interpret statistical calculations; review and update site Master Plans. **E**
- Update and maintain School Site Plan Drawings, Boundary Maps, District demographic data and other surveys; work with school sites to update emergency evacuation plans and related facilities information. **E**

- Assist with the development of maps and reports based on graphical information; assist in the preparation and follow-up of Board of Education agenda items; prepare charts and graphs. *E*
- Serve as a liaison between District personnel and outside agencies regarding facilities planning and construction activities; communicate with District staff, consultants and representatives of public agencies regarding planning requirements, schedules and issues. *E*
- Perform a variety of special projects as directed; research, apply and maintain current knowledge of laws, codes, rules and regulations related to assigned activities. *E*
- Utilize a variety of advisory data and information including budgets, architectural and construction plans, State and local plans and zoning ordinances, federal and State environmental guidelines and boundary maps to assist in making appropriate decisions supporting the interests of the District. *E*
- Provide information to Facilities management regarding assigned functions; provide advisement of unusual trends or problems and recommend appropriate corrective action. *E*
- Operate a computer and assigned software to input data and develop reports; utilize Geographic Information System (GIS) and Computer Aided Design and Drafting (CADD) software; drive a District or personal vehicle to conduct work and visit sites. *E*
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Attend and represent the District in a variety of meetings, conferences and governmental hearings as assigned; prepare and deliver oral presentations as assigned. *E*

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

The Assistant Facilities Project Manager is the entry-level management classification in the Facilities Project Management series. An Assistant Facilities Project Manager applies general facilities planning and construction knowledge to a variety of duties and responsibilities which should develop into the qualifications required to become a Facilities Project Manager.

Incumbents are exposed to a broad variety of professional facilities planning and construction assignments so their knowledge and abilities can grow via on-the-job training. An employee in this classification works closely with professional managers on a variety of facilities and construction projects, assisting in project development, research and special projects. In such cases, direction may vary from specific to

general, with periodic checks of work in progress. The work product is reviewed for compliance with rules, regulations, facilities planning theory and compatibility with District procedures. The amount of supervision decreases as independent judgment increases and the incumbent progresses in skills, knowledge and abilities. Incumbents must have exceptional analytical skills, reading comprehension, computer and organizational skills.

**EMPLOYMENT STANDARDS****Knowledge of:**

General procedures and practices used in the planning, design, construction, modernization and maintenance of school buildings and facilities.  
Applicable Federal, State and local laws, codes, and regulations including the LeRoy F. Green School Facilities Act and the Emergency Portables Classroom Act.  
Facility programs such as the State School Facilities Program, Lease-Purchase Program and State Emergency Relocatable Program.  
Research techniques and procedures.  
Record-keeping and report preparation techniques.  
Basic principles and practices of supervision and training.  
Operation of a computer and assigned software.  
Spreadsheets, project management and planning software to produce charts, graphs and tables.  
Public speaking techniques.  
Interpersonal skills using tact, patience and courtesy.  
Statistical computations.

**Ability to:**

Perform a variety of complex and technical duties related to the District's facilities planning and construction program.  
Learn school district organization, operations, policies and objectives.  
Analyze, interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.  
Prepare a variety of comprehensive narrative and statistical reports.  
Analyze situations accurately and adopt an effective course of action.  
Prepare and deliver oral presentations.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Implement verbal and written direction.  
Supervise and evaluate the performance of assigned staff.  
Read and interpret plans and specifications.  
Perform and interpret statistical computations.  
Plan and organize work.  
Learn to utilize GIS and CADD systems or other software typically used in school

facilities planning.

Operate a computer and assigned software.

**Education and Training:**

Bachelor's degree in planning, construction management, architecture or a related field.

**Experience:**

Two years of professional experience in construction or facilities planning. Experience in educational facility planning and construction is preferred.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

An incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

**WORKING ENVIRONMENT**

Office and construction site environment.

Driving a vehicle to conduct work.

Occasional evening and variable hours.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials, blueprints and inspect District facilities and construction sites.

Sitting for extended periods of time.

Walking over rough and uneven surfaces.

Climbing ladders, stairs, scaffolding and ramps to inspect construction sites.

Lifting, carrying, pushing and pulling boxes and files weighing up to 20 pounds.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 5/31/2007