



PERSONNEL COMMISSION

Class Code: 0645
Salary Range: 42 (M2)

CONSTRUCTION MANAGER

JOB SUMMARY

Under administrative direction, plan, organize and manage the operations and activities of District construction projects; coordinate construction, reconstruction, alteration, relocation and other capital outlay projects; train and evaluate the performance of assigned personnel; 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.

- Plan, organize and manage the operations and activities of District construction projects; coordinate construction, reconstruction, alteration, relocation and other capital outlay projects; assure construction projects comply with applicable laws, codes, rules and regulations. **E**
- Prepare Request for Proposals (RPF) and Request for Qualifications (RFQ); analyze and evaluate the scope and cost of contractor and consultant proposals; make recommendations regarding terms and conditions of contractor and consultant proposals. **E**
- Oversee and monitor project design consultants to assure timely completion of design documents; prepare summary reports of the design process, scheduling and budgetary status. **E**
- Oversee and coordinate teams of outside consultants including architects, engineers, inspectors, construction contractors and testing, Geotechnical and Hazmat personnel during the design and construction process; manage various contract budgets and schedules. **E**
- Assist in the pre-qualification of contractors for construction and reconstruction projects. **E**
- Review project plans and specifications prior to bids; develop plan phases for projects, logistics plans and recommend amendments to plans to maximize the success of the project; utilize the Critical Path Method (CPM) to calculate project timelines and schedules. **E**
- Attend and conduct conferences, pre-bid walks or pre-construction meetings with contractors to explain and clarify construction features, contract requirements and document submittal policies. **E**
- Conduct site visits to inspect work in progress; take corrective measures as necessary to assure established schedules and budgets are followed. **E**
- Provide guidance and direction to building inspectors; participate in critical inspections during project construction to assure compliance with plans, specifications, contract provisions, and building codes and regulations. **E**
- Monitor and follow up on requests for information, change order requests, submittals, shop drawings, time extension requests and contractor progress schedules and claims; analyze

contractor claims, requests and schedules and provide recommendations and feedback; direct consultant involvement to facilitate completion of projects in a cost effective and timely manner. **E**

- Coordinate construction team efforts to resolve issues regarding interpretation of contract documents, plans and specifications and facilitate overall project implementation. **E**
- Confer with technical consultants regarding architectural, structural, civil, electrical, mechanical, landscaping, and specification issues. **E**
- Confer with District administrators regarding the building construction program and projected occupancy of facilities; serve as a liaison between District administrators, construction personnel and government offices and provide communication and feedback during the design, construction and warranty phases of projects. **E**
- Evaluate and recommend approval of pay and change order requests; change orders in light of the impact on project budgets and schedules. **E**
- Prepare recommendations and presentations on contractual defaults, time extensions and liquidated damages. **E**
- Maintain a variety of records and files related to construction projects and documentation. **E**
- Coordinate project closeouts to assure receipt of as-built drawings, requirements stated in District manuals, punchlist completion, training and warranty stipulations and final Division of the State Architect (DSA) closeout. **E**
- Confer with and coordinate the requirements of DSA and other State and local agencies related to the execution of projects. **E**
- Participate in the development of policies and budgets with the intent to improve branch operations and services. **E**
- Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Operate a computer and assigned software; drive a District vehicle to conduct work. **E**
- Interview manufacturer representatives regarding construction products and materials and evaluate or arrange for the evaluation of proposed substitutes for existing products and materials.

*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

A Construction Manager plans, organizes, coordinates, inspects and manages multiple public works construction and reconstruction projects. An incumbent confers with school administrators to discuss the scope and schedules of construction and reconstruction projects and the impact of the work on school activities.

EMPLOYMENT STANDARDS

Knowledge of:

General principles and practices of building construction.

Management principles and techniques in the planning, design and construction of building projects.

Inspection methods applicable to school construction.

Principles of contract law, public purchasing, budgeting, and accounting.

Operation of a computer and assigned software.
Cost estimates and specifications.
Budget preparation and control.
Principles of public relations.
Collective bargaining law and labor agreements.
Principles and practices of administration, supervision and training.
Applicable building codes, ordinances, fire and handicap requirements, regulations and safety precautions.
Interpersonal skills using tact, patience and courtesy.
Public speaking techniques.
Basic familiarity with state and local agency laws and regulations related to school construction requirements such as DSA, Division of Industrial Relations (DIR), Office of Public School Construction (OPSC) and California Department of Education (CDE).

Ability to:

Plan, organize and manage the operations and activities of District construction projects.
Plan and coordinate multiple activities and operations, delegate work to staff and consultants, and evaluate operational effectiveness.
Analyze written materials and oral communications.
Communicate effectively orally and in writing.
Establish and maintain cooperative and effective working relationships with others. .
Conduct meetings and make presentations.
Make, support, and explain recommendations and decisions.
Estimate project requirements and organize resources to meet goals and deadlines.
Train, supervise and evaluate the performance of assigned personnel.
Read and comprehend plans and specifications, including submittals, for appropriate content and accuracy.
Plan and organize work.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Analyze situations accurately and adopt an effective course of action.
Monitor and control assigned budgets.
Operate a computer and assigned software.
Maintain records and prepare complex reports.
Review, develop and analyze complex computerized project schedules in a bar chart or computer generated format utilizing the Critical Path Method (CPM).

Education and Training:

Bachelor's degree in architecture, engineering, construction management or a closely related field. Licensure as a professional architect or engineer is desirable.

Experience:

Three years construction management experience on educational facilities projects within the last five years, or similar work on public agency projects of no less than one million dollars or three years of managing large and complex building projects is required.

Any other combination of training and/or experience which demonstrates the applicant is likely to possess the required skills, knowledge, and abilities may be considered.

SPECIAL REQUIREMENTS

Valid Class C California Driver's License.

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.

WORKING ENVIRONMENT

Office and outdoor environment.
Subject to dust, fumes, dampness, odors, refuse and sewage.
Seasonal heat and cold or adverse weather conditions.
Driving a vehicle to conduct work.
Evening or variable hours.
Emergency call-out.

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 and inspect construction sites.
Walking over rough and uneven surfaces.
Climbing ladders, stairs, scaffolding, ramps, and poles.
Stooping, kneeling, crouching, and crawling through attics, under flooring, similar places and tight spaces.
Occasional lifting, carrying, pushing or pulling objects weighing up to 50 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 (1) 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.