



PERSONNEL COMMISSION

Class Code: 5189
Salary Range: 46 (M2)

FACILITIES PROJECT MANAGER - CONSTRUCTION

JOB SUMMARY

Under general direction, perform a variety of administrative and professional duties related to the District's facilities construction program; plan and coordinate the improvement, modernization and new construction of District facilities; serve as a liaison between District personnel and outside agencies; supervise 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.

- Perform a variety of administrative and professional duties related to the District's facilities construction program; assure compliance with applicable laws, codes, rules and regulations. **E**
- Prepare Request for Proposals (RFP) and Request for Qualifications (RFQ); analyze the scope and cost of contractor and consultant proposals; review project plans and specifications prior to bids; participate in pre-bid walks and bid openings. **E**
- Chair preconstruction meetings and construction progress meetings; utilize the Critical Path Method (CPM) to calculate project timelines and schedules; meet with consultants to develop phasing plan, work restrictions and construction schedule. **E**
- Manage construction consultants, oversee scope of work; monitor progress and costs; evaluate change orders; take corrective action as necessary to support construction projects. **E**
- Conduct site visits to inspect work in progress to assure compliance with plans, contract provisions and building codes and regulations; provide direction to building inspectors; **E**
- Communicate with site staff, administrators, contractors and outside agencies to exchange information, coordinate activities, respond to inquiries and resolve construction issues and concerns such as unforeseen site conditions and contract discrepancies. **E**
- Serve as a liaison between District personnel and outside agencies regarding facilities construction activities; confer with District staff, consultants and representatives of public agencies regarding construction requirements, schedules and issues. **E**
- Utilize a variety of advisory data and information including budgets, architectural and construction plans and specifications. **E**

- Provide technical expertise and information regarding assigned functions and participate in the formulation of policies, procedures and programs; provide advisement of unusual trends or problems and recommend appropriate corrective action. ***E***
- Prepare and maintain of a variety of reports, records and files related to assigned activities; compose written and oral communications to convey information in accordance with District policies and procedures. ***E***
- Operate a computer and assigned software; evaluate construction software applications and recommend new software or improvements; drive a vehicle to conduct work and visit sites. ***E***
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. ***E***
- Research and maintain current knowledge of laws, codes, rules and regulations related to assigned activities. ***E***
- Attend and represent the District in a variety of meetings, conferences and governmental hearings related to assigned activities; prepare and deliver oral presentations as requested. ***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

An incumbent in the Facilities Project Manager - Construction classification integrates and oversees construction, modernization and improvements of an assigned group of new and existing District facilities. Incumbents oversee and manage all aspects of assigned construction projects through completion. Incumbents coordinate activities with District site administrators, contractors, architects and public agencies to assure the construction processes meet stated objectives in a timely manner. Incumbents apply a thorough knowledge of construction of school sites and other facilities as well as school business administration principles.

EMPLOYMENT STANDARDS

Knowledge of:

Procedures and practices used in the construction, modernization and maintenance of buildings and facilities.

Management principles and techniques in the construction of building projects.

Construction inspection methods.

Applicable Federal, State and local laws, codes, and regulations such as the LeRoy F. Green School Facilities Act.

Cost estimates and specifications.

Record-keeping and report preparation techniques.

Principles and practices of supervision and training.

Operation of a computer and assigned software.

Public speaking techniques.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Perform a variety of administrative and professional duties related to the District's facilities construction program.
Plan, coordinate and provide leadership for construction projects involving many participants.
Analyze, interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.
Develop and analyze computerized project schedules utilizing the Critical Path Method.
Prepare a variety of comprehensive narrative and statistical reports.
Analyze situations accurately and adopt an effective course of action.
Supervise and evaluate the performance of assigned staff.
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.
Read and interpret plans and specifications.
Plan and organize work.
Operate a computer and assigned software.

Education and Training:

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

Experience:

Three years of construction management experience. Experience in educational construction is preferred.
Additional construction management experience may substitute for the required education on a basis of two years of additional experience for one year of education.
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.

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.