

CONSTRUCTION MANAGER

DEFINITION:

Under the supervision of the Coordinator, Facilities Planning & Construction, organize and manage long and short-range facility construction involving the major repairs, alteration and construction needs of the District; serve as a liaison between the District and contractors, architects and other engineering firms contracted by the District; review plans during development; review project plans and specifications; coordinate, plan, direct the work of others; inspect projects, and prepare all documents required for successful close-out of all projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in plan review, estimate, and schedule work assignments on school site improvements and modifications of facilities.
- Review and interpret plans, blueprints, and written specifications as to feasibility of construction, advise building inspectors and maintenance personnel as required.
- Establish and maintain systems of reporting progress on building projects.
- Prepare reports, maintain records, and ensures compliance with current standards, codes, and ordinances.
- Supervise and schedule building inspectors as required.
- Prepare reports; maintain communication and cooperative working relationships with site Administrators and other District personnel.
- Coordinate and monitor construction, alteration and maintenance contract projects; direct quality assurance, inspection and testing services related to construction projects.
- Represent the District in matters related to construction, contract change orders and claims; assist with the preparation and negotiation of construction, contract change orders and claims.
- Confer with architects regarding on-going projects.
- Serve as a liaison between the District and contractors, architects and other engineering firms contracted by the District
- Prepare reports, drawings, estimates, designs, specifications and engineering data related to construction.
- Confer with District administrators and advise on plans, specifications and types of material to be used in District construction and alteration projects.
- Review change orders and payment requests for construction, engineering and professional service contracts.
- Coordinate with local governmental agencies for utilities connections and fire and emergency access permits.
- Assure that operations and maintenance manuals, as-built drawings and other documents, warranties and guaranties are received and distributed as required.

QUALIFICATIONS:

Knowledge of:

Building codes, ordinances, and regulations of state and local authorities; pertinent safety orders of the State of California, Industrial Safety Division; DSA inspection regulations pertaining to building and maintenance trades and codes governing repair and construction of schools; related codes of regulations required in application and/or modification of school facilities; methods, materials and equipment used in the construction industry; work scheduling methods and procedures plus planning philosophy and techniques; project management for large projects; current technology, software applications used in the construction trades, office methods and practices, correct English usage; and safe working methods and procedures.

Ability to:

Read and interpret blueprints, plans and specifications; detect by inspection deviations from plans and specifications and inferior materials and workmanship; maintain effective working relationships with those contacted in the course of work, including architects, consultants, contractors, and school officials; determine priorities and schedule, supervise, and coordinate the work of multiple building inspectors; maintain accurate records; prepare scheduled and special reports and analytical studies related to assigned activities; Interpret, apply and explain applicable laws, codes, rules and regulations; meet schedules and timelines; and communicate effectively orally and in writing.

Experience:

Four years of experience which has provided the applicant with the knowledge and abilities listed above.

Education:

A Bachelor's degree from an accredited college or university or a combination of college or commercial courses in construction, materials testing, and drafting and training and experience that has provided the desired knowledge and abilities.

Physical Performance Requirements:

Frequent standing, walking and sitting most of the time with moderate twisting, bending, stooping and squatting and some climbing. Lifting or moving objects, normally not exceeding 50 pounds, but occasionally up to 100 pounds. Walking may be on rough or uneven surfaces to inspect facilities and grounds.

Licenses:

Possession of a valid California Driver's License.

Board Approved: 12/11/07 effective 1/1/08

Revised: May 13, 2008