

PROJECT MANAGER

DEFINITION:

Under the direction of the Coordinator Facilities Planning and Construction, plan, manage, monitor, inspect and serve as interface between Facilities Planning and Construction, site administrators, other District personnel and vendors, contractors, and agencies in repair, remodeling, new construction and modernization of District sites.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare plans and specifications, bid documents, cost estimates, and project administration for contract awards.
- Inspect construction progress, maintain inspection logs, evaluate contractor performance, and maintain a roster of acceptable contractors.
- Interface with facility planners, architects and engineers, and District personnel during the design phase of new schools and modernization projects.
- Participate in studies under the direction of the department head to determine feasibility of projects, improvements, methods of operation, etc.
- Review major project plans, interpreting building plans, blueprints, and specifications ensuring building code requirements are met.
- Inspect, monitor and review construction work sites to ensure against safety hazards and improper disposal of hazardous materials.
- Monitor and inspect architect, contractors, and other providers' performance to ensure adherence to project specifications, timelines, and standards of performance; evaluate school facilities and office buildings construction and determine oversight supervision needs.
- Represent the District at construction meetings as well as county and state meetings as necessary.
- Coordinate with District personnel, architect, inspector and contractor to further completion of projects on a day to day basis.
- Ensure that as-built drawings are accurately developed during the project.
- Develop, update and maintain an accessible file system that includes construction and project documents, warranty equipment manuals, blue prints, etc., for both new and completed projects.
- Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

Principals, methods, techniques, materials, and equipment used in school facilities planning, construction, and repair; legal mandates, policies, regulations, and procedures pertaining to hazardous materials, and the maintenance, repair, and construction of school facilities, office buildings, and equipment; California Administrative Code, Public Contract Code, Education Code and other codes related to public school construction and facilities modification; inspection records and practical application; construction scheduling and estimating; record keeping and planning techniques, safety practices and procedures; correct English, grammar, spelling and punctuation; and personal computer and computer software packages for a variety of applications.

Ability to:

Plan, organize, assign, monitor, and inspect the work of in-house and contracted work; formulate reports, organize, and analyze data; evaluate information; provide conclusive findings and make recommendations; read and interpret public works and construction contract plans, blue prints, drawings, schematics, and other data pertaining to the construction of school facilities and office buildings; accurately estimate cost of construction of facilities and the disposal of hazardous materials; accurately interpret and administer legal

Ability to: (cont.)

mandates, policies, regulations, and building codes; develop and interpret work schedules for planning and construction of all projects; adhere to schedules and timelines; manage a variety of projects; maintain and submit accurate and complete construction records and reports; maintain complex records and files; communicate effectively using technical language both orally and in writing; establish and maintain effective working relationships; and operate a computer and applicable software.

Experience:

Three years experience in construction, reconstruction and repairs of facilities or related field, preferably in an educational setting which has provided the applicant the knowledge and abilities listed above.

Education:

Graduation from high school, coursework in construction management, engineering, or related field preferred.

Physical Performance Requirements:

Frequent sitting or standing for extended periods of time, walking to conduct inspections, sometime over rough or uneven surfaces, some climbing with moderate bending at the waist, stooping, squatting, crouching, and twisting. Lifting or moving objects, normally not exceeding 50 pounds, but occasionally up to 100 pounds.

Licenses:

Possession of a valid California Driver's License.

Board Approved: 1/15/08