

FACILITIES PROJECT MANAGER

DEFINITION

Under direction of the Director of Facilities Development, the Facilities Project Manager will be responsible for the coordination and organizing of construction, modernization, alteration projects, relocation of school buildings and facilities, and other capital outlay projects.

DISTINGUISHING CHARACTERISTICS

This is a management position working with contractors, architects, inspectors, and engineers for various construction projects. This position assists in coordinating and overseeing construction projects and maintains continuous communication with the Director of Facilities Development regarding project status.

ESSENTIAL FUNCTIONS

Coordinates activities associated with the construction of new schools and additions of existing schools, alterations and improvements of existing structures and temporary classroom buildings, and moving and demolition of buildings.

Reviews plans, inspects construction projects, and makes recommendations to insure compliance with legal requirements, construction project drawings, and specifications.

Keeps District employees informed of status of construction projects through various methods, including meetings and written reports.

Prepares analyses and reports on engineering, construction problems, and progress of projects.

Reviews, verifies, and approves payment requests for architects, engineers, contractors, and other entities.

Serves as liaison among District administrators, construction inspectors, architects, contractors, and planning and construction agencies.

Manages, coordinates, and provides feedback to each campus as to the assessment of impact of projects on ongoing campus schedules and operations.

Analyzes all blue prints and plans associated with current construction. Reviews work to assure proper adherence to plans as construction moves forward.

Collects and disseminates pertinent information to consultants on the existing campus infrastructure; coordinates with the District Maintenance Department.

Conducts investigations and makes recommendations in connection with planning, design, construction, change orders, design modifications, and contract administration in the District's building program.

Participates and coordinates in the required final close-out documents, including occupancy of buildings certificates and required State submittals.

Attends and participates in District, staff, State agency, City, County, and community meetings, as required.

Assists in the coordination and administration of "joint use" agreements between the District and other public agencies.

Assists in the coordination and administration of any special use of school facilities, the procedure for granting such use, the maintaining of insurance requirements and compliances, and the invoicing and accounting for special uses. All other duties, as assigned.

## QUALIFICATIONS

### Knowledge of:

Building construction methods and materials. Preparation of cost estimates and specifications. Methods, materials, tools, and terminology used in the building trades.  
Applicable codes, ordinances, and regulations.  
Supervision and evaluation techniques.

### Ability to:

Read and interpret construction specifications, architectural drawings, diagrams, and schematics.  
Express ideas effectively, verbally and in writing.  
Coordinate and inspect construction and maintenance projects.  
Analyze situations and develop appropriate recommendations.  
Establish and maintain effective working relationships with others.  
Travel throughout the District.  
Establish and maintain effective working relationships with others.

### Experience

Three to five years of supervisory experience in building construction and technical experience in building construction work.  
Possession of a valid California Driver's License.