FACILITIES PROJECT/ARCHITECTURAL SERVICES MANAGER

DEFINITION
Under direction of the Director of Facilities Development, the Facilities Project/Architectural Services Manager will be responsible for planning, preparation, coordination and organizing of construction, modernization, alteration projects, relocation of school buildings and facilities, and other capital outlay projects. In addition, this position provides technical direction to District and commissioned architects and consulting engineers on matters related to architectural design, certifying design plans, and performing architectural planning and design.

DISTINGUISHING CHARACTERISTICS
This is a management position working with contractors, architects, inspectors, and engineers for various construction projects. This position prepares and assists in the preparation and development of architectural plans and specifications, constructability review, value engineering, cost estimating and coordinating and overseeing construction projects and maintaining continuous communication with the Director of Facilities Development regarding project status.

This job description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

QUALIFICATIONS
Knowledge of:
- Division of State Architect Process and Procedures.
- California Department of Education and Americans with Disability Act policies and procedures.
- Public Contract Code and Bidding Requirements.
- Building construction methods and materials and construction contract laws.
- 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.
- Principles and standard practices of architecture including relationship to other engineering features of buildings, including costs and operation comparisons.
- Software systems such as AutoCAD, CAFM, REVIT, BIM, Project Scheduler and GIS.

Ability to:
- Prepare architectural designs and plans.
- 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.
- Work effectively with architects and engineers, District personnel, and representatives of public agencies.

Experience
- Eight years of experience in school architecture, school facilities, school building construction and technical experience in construction work.
- Possession of a valid California Driver’s License.
- Supervisory experience is preferred.

Special:
- A valid Certificate of Registration as a licensed architect by the California State Board of Architectural Examiners is preferred.

Education:
- Degree in architecture, engineering, planning or construction management is preferred.

ESSENTIAL FUNCTIONS
- Coordinates activities associated with the planning and 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.
- Assists in the development of long range capital improvement strategic master plans, including new construction,
modernization, and renovation plans.

- Prepares and assists in the development of front end documents, specifications, plans and drawings for new facilities, alterations to existing facilities, and relocation of school buildings and facilities and necessary coordination and submission with the Division of State Architect and other public agencies.
- Assists with the technical review of proposed plans and specifications submitted by commissioned architects for conformance to District policies and standards for possible conflict with other engineering features and requests necessary revisions.
- Reviews and inspects new construction, major maintenance, and repair work for the purpose of ensuring that jobs are completed efficiently and to insure compliance with legal requirements; and construction documents and product specifications and within local/state/federal regulations; and approving inspection reports.
- Develops and prepares scope of work, and corresponding bid packages.
- Prepares and maintains architectural standards and specifications to assure conformance to building codes and safety requirements and to improve the quality and economy of construction, maintenance, and operation. Advises contractors, commissioned architects and engineers, and District inspectors on architectural problems encountered during construction. Conducts research and makes reports on architectural systems, equipment, and installation methods and their costs.
- Prepares and assists in the Requests for Qualifications (RFQ) and Request for Proposals (RFP).
- Participates in the Requests for Qualifications (RFQ) and Request for Proposals (RFP).
- Assists in the selection of District Architects, Contractors and Inspectors and evaluates proposals on scope of work and fee schedules.
- Reviews, verifies, and approves payment requests for architects, engineers, contractors, and other entities.
- Serves as liaison among District administrators, staff, construction inspectors, architects, contractors, and planning and construction agencies.
- Develops project cost estimates, schedules and work sequences, and sets up, manages and participates in progress and quality reviews and value engineering.
- Maintains complete project files including drawings, proposals, contracts, work in progress reviews, inspections, and final closeout process and documents.
- Analyzes and interprets all plans and specifications associated with current construction.
- Collects and disseminates pertinent information to consultants on the existing campus infrastructure; coordinates with the District Maintenance and Technology Departments.
- Conducts investigations and makes recommendations in connection with planning, design, construction, change orders, design modifications, and contract administration in the District's building program.
- Assists in the coordination and administration of any of school facilities usage, the procedure for granting such use, the maintaining of insurance requirements and compliances, and the invoicing and accounting for special uses.
- Attends and participates in District, staff, State agency, City, County, and community meetings, as required.
- All other duties, as assigned.

**PHYSICAL REQUIREMENTS:**

**Physical Abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate to severe.
- Employees in this position will be required to work indoors in a standard office environment and outdoors as needed and will come in direct contact with district staff and the public.
FACILITIES PROJECT/ENERGY SERVICES MANAGER

DEFINITION
Under direction of the Director of Facilities Development, the Facilities Project /Energy Services 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. This position is also responsible for the effective planning, management and control of energy and sustainability programs for the District.

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.

This job description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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.
- Principles and standard practices of architecture.
- State and local codes pertaining and their application to school construction.
- Relationship of architectural design to other engineering features of buildings, including costs and operation comparisons.
- Major computer aided software programs, including Word, Excel, Power Point and Auto Cad.

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.
- Effectively develop and present information to the public about various energy and sustainability alternatives being employed by the district.

Experience:
- Five years of supervisory experience in school building construction and technical experience in building construction work and the development of school energy efficiency and sustainability programs.
- Possession of a valid California Driver’s License.

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.
- Assist in the development and preparation of scope of long range capital improvement strategic master plans, including new construction, modernization, and renovation plans.
- 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.

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• 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.
• Manages a wide variety of construction programs and plans for the purpose of ensuring compliance with federal, state city and/or county regulation’s and District objectives.
• Develops project schedules, cost estimates and work sequences, and sets up, manages and participates in progress and quality reviews, and value engineering.
• Assist in the development and preparation of scope of work and corresponding bid packages.
• Prepares and assists in the Requests for Qualifications (RFQ) and Request for Proposals (RFP).
• Maintains complete project files including drawings, proposals, contracts, work in progress reviews and inspections.
• Inspects new construction, major maintenance, and repair work for the purpose of ensuring that jobs are completed efficiently and in compliance with construction documents and product specifications and within local/state/federal regulations; and approving inspection reports.
• Analyzes and interprets all plans and specifications associated with current construction.
• Collects and disseminates pertinent information to consultants on the existing campus infrastructure; coordinates with the District Maintenance and Technology Departments.
• 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.
• Participates in renovation and new construction projects concerning the design of school and support facilities to ensure maximum resource efficiency and sustainable building practices.
• Assures that District participates in available grants and utility company incentive and rebate programs.
• Oversees development of technical specifications for energy conservation projects and programs; oversees the design of energy conservation measures and projects; estimates projects costs, payback periods, and return on investment.
• Directs long-range planning and development of projects to improve energy efficiency of District facilities and programs, and green procurement strategies.
• Represents the department regarding energy and sustainability matters in discussions/meetings with State, regional, local entities and the public; assists in formulating policy related to energy resources and procurement; services on committees and task forces both within the department and with local, state and national agencies and organizations.
• Promotes renewable energy and water resources whenever appropriate. Identifies opportunities for collaboration with other agencies and community partners to implement and promote EnergySmart Schools. Coordinates and manages District energy partnerships with local, state and federal agencies.
• Collect, monitor and analyze utility usage data and make recommendations on utility savings as appropriate.
• All other duties, as assigned.

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job’s functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer. Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

• The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• The noise level in the work environment is usually moderate to severe.
• Employees in this position will be required to work indoors in a standard office environment and outdoors as needed and will come in direct contact with district staff and the public.
FACILITIES PROJECT/PROGRAM SERVICES MANAGER

DEFINITION
Under supervision and direction of the Director of Facilities Development, the Facilities Project/Program Services Manager will be responsible for coordinating and developing short and long range plans for school facilities and compiles information and reports on District demographics, enrollment, attendance boundaries and new development. This position will assist with the planning, 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 developing the Facilities Master Plan, Geographic Information Systems, construction project planning and scheduling, cost control, contract administration and maintains continuous communication with the Director of Facilities Development regarding project status.

This job description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

QUALIFICATIONS
Knowledge of:
• Applicable codes, ordinances, and regulations.
• OPSC, DSA, CDE and CEQA Guidelines and Policies
• State and local codes pertaining to and their application to school construction.
• Facilities planning, purchase, lease and use agreements and procedures, research procedures, projection methods for births/population/housing/enrollment trends; office procedure and practices including report writing, English usage, spelling, grammar and punctuation, computer literate.
• Major computer aided software systems, including Word, Excel, Power Point and GIS are required.

Ability to:
• Develop planning documents; visualize conceptual plans and designs; develop cost estimates and analyze situations and data accurately; present data graphically and to write and speak effectively.
• Plan work and carry through without supervision; supervise the work of others; and willing to work additional hours periodically.
• Express ideas effectively, verbally and in writing.
• 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
• A minimum of 5 years' experience in school facilities planning; prior work experience with a school district working with school impacted facilities desired.
• Possession of a valid California Driver's License.

Education
• Graduation from a four-year accredited college or work experience equivalency.

ESSENTIAL FUNCTIONS
• Assists in the research, preparation and development of the district's facilities master plan and developer fee justification studies. Prepares maps, notices, public information documents and other informational items. Coordinates, as directed by the Director of Facilities, the imposition of developer fees, expenditures, and provides clarification regarding implementation of the fees.
• Develops research procedures for the projection of student enrollments and housing trends as directed and tests and analyzes the effectiveness of newly developed projection methods.
• Compile data and perform studies concerning school boundaries and student demographics.
• Maintains the District's Geographic Information System (GIS) program and compiles reports and information utilizing the GIS program.
Assists in the coordination and development of short and long range plans for the housing of students and related district support functions.

Prepares California Environmental Quality Act documents, respond to environmental impact assessments and reports and plans submitted by developers, builders and governmental agencies.

Researches, coordinates and monitors information on residential/commercial/industrial subdivision activities and their impact on the school district.

Prepares data and support materials and assists in the development of funding for school facilities including the development and preparation of grants and applications in the State School Facility Funding program.

Works with Accounting Technician and Department Managers to develop and maintain project cash flow and budgets.

Prepare and assists in the Requests for Qualifications (RFQ) and Request for Proposals (RFP) documents.

Assists in the planning of new facilities and modernization projects, including education specification committees, site acquisition, architect and inspection selection and plan review.

Assists in the development, coordination, implementation and monitoring of school construction projects as assigned, including the maintenance of the records related to field orders, change directives, change orders and field reports of construction projects.

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

Maintains complete project files including drawings, proposals, contracts, work in progress reviews and inspections.

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

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

Assists in the placement of portable and relocatable school housing including the evaluation of sites for appropriate location and placement. Provides assistance and analysis on General Plan and Community Plan updates.

Serves as liaison among District administrators, furniture and equipment vendors/contractors, and works in conjunction with the Purchasing Department to ensure appropriate classroom equipment is ordered and installed properly.

Assists in the processing and reviewing of environmental compliance documents.

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.

Coordinates with other district offices such as Maintenance, Technology, Transportation, and Fiscal Services. Responds to technical questions and provides information regarding routine legal mandates, policies, regulations and operational guidelines to the public and various public agencies. Initiates and answers telephone calls; makes appointments; composes correspondence; maintains files; compiles and prepares reports.

Prepares or drafts letters, reports, bulletins, Board agenda items, and memorandums, including material of a confidential nature.

All other duties, as assigned.

PHYSICAL REQUIREMENTS:
Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The noise level in the work environment is usually moderate to severe.
Employees in this position will be required to work indoors in a standard office environment and outdoors as needed and will come in direct contact with district staff and the public.
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.

This job description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

QUALIFICATIONS
Knowledge of:
• Building construction methods and materials. Preparation of cost estimates and specifications. Methods, materials, tools, and terminology used in the building trades.
• Public Contract code and Division of the State Architect Policies and Procedures.
• Applicable codes, ordinances, and regulations.
• Supervision and evaluation techniques.
• Principles and standard practices of architecture.
• State and local codes pertaining and their application to school construction.
• Relationship of architectural design to other engineering features of buildings, including costs and operation comparisons.
• Major computer aided software programs, including Word, Excel, Power Point and Auto Cad.

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
• Five years of supervisory experience in school building construction and technical experience in building construction work.
• Possession of a valid California Driver's License.

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.
• Assists in the development and preparation of scope of long range capital improvement strategic master plans, including new construction, modernization, and renovation plans.
• 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.

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• 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 and interprets all plans and specifications associated with current construction. Reviews work to assure proper adherence to plans as construction moves forward.
• Manages a wide variety of construction programs and plans for the purpose of ensuring compliance with federal, state, city and/or county regulation’s and District objectives.
• Develops project schedules, cost estimates and work sequences, and sets up, manages and participates in progress and quality reviews, and value engineering.
• Assists in the development and preparation of scope of work and corresponding bid packages.
• Prepares and assists in the Requests for Qualifications (RFQ) and Request for Proposals (RFP).
• Maintains complete project files including drawings, proposals, contracts, work in progress reviews and inspections.
• Inspects new construction, major maintenance, and repair work for the purpose of ensuring that jobs are completed efficiently and in compliance with construction documents and product specifications and within local/state/federal regulations; and approving inspection reports.
• Analyzes and interprets all plans and specifications associated with current construction.
• Collects and disseminates pertinent information to consultants on the existing campus infrastructure; coordinates with the District Maintenance and Technology Departments.
• 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 any special use of school facilities usage, the procedure for granting such use, the maintaining of insurance requirements and compliances, and the invoicing and accounting for special use.
• All other duties, as assigned.

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job’s functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

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• The noise level in the work environment is usually moderate to severe.
• Employees in this position will be required to work indoors in a standard office environment and outdoors as needed and will come in direct contact with district staff and the public.