

CONSTRUCTION PROJECT MANAGER

DEFINITION

Under general direction, plans, schedules, supervises, and participates as needed, in the construction, reconstruction, and repair of district school facilities; inspects, reviews, and evaluates district construction projects, operational functions, and activities; provides responsible and technical input concerning construction and reconstruction projects; performs highly technical, skilled construction, and planning functions; and performs related work as required.

LICENSES REQUIRED

Possession of valid and appropriate California driver's license.

CLASS CHARACTERISTICS

This single position class reports to the Director – Facilities, Transportation and Security and is overtime exempt. Attendance at evening meetings and travel to meetings in and out of the district is required. Use of personal automobile may be a requirement of the position.

EXAMPLES OF DUTIES

Plans, organizes, and administers the District construction and reconstruction projects including determining priorities for contractors and service vendor work schedules; reviews and adjusts orders and other matters concerning construction and reconstruction projects as necessary. ***E***

Assists in formulating and monitoring budget using a personal computer and District software programs; monitors expenditure control; maintains a variety of records and prepares reports pertaining to District construction and reconstruction projects, including cost analyses and effectiveness. ***E***

Reviews major project plans, interpreting building plans, blueprints, and specifications ensuring building code requirements are met. ***E***

Inspects, monitors, and reviews construction work sites to ensure against safety hazards and improper disposal of hazardous materials. ***E***

Monitors and inspects architect, contractors, and other providers' performance to ensure adherence to project specifications, timelines, and standards of performance; evaluates school facilities and office buildings construction and determines oversight supervision needs. ***E***

Recommends staffing and personnel changes to meet the needs of the construction projects, determines necessary resources and secures materials as needed. ***E***

EXAMPLES OF DUTIES (cont.)

Assists in the planning, development, and presentation of orientation and in-service training programs for District personnel regarding construction projects; serves as a liaison to vendors and contractors providing service to the District.

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of management, budgeting, and cost control;
2. Personal computer and various associated software programs;
3. Principles, methods, techniques, materials, and equipment used in school facilities planning, construction, and repair;
4. Structural and mechanical makeup of common educational and commercial buildings;
5. Legal mandates, policies, regulations, and procedures pertaining to hazardous materials, and the maintenance, repair, and construction of school facilities, office buildings, and equipment;
6. California Administrative Code, Public Contract Code, Education Code and other codes related to public school construction and facilities modification;
7. General principles of supervision and training; and
8. Safety practices and procedures.

Ability to:

1. Formulate reports, organize and analyze data; evaluate information; provide conclusive findings and make recommendations;
2. Interpret blueprints, plans, drawings, schematics, and other data pertaining to the construction of school facilities and office buildings;
3. Maintain a comprehensive data management, storage and retrieval system;
4. Proficiently operate a computer and calculator quickly and accurately;
5. Accurately estimate cost of construction of facilities and the disposal of hazardous materials;
6. Communicate effectively in oral and written form;
7. Make generalizations, evaluations, or decisions;
8. Operate a vehicle observing legal and defensive driving practices;
9. Understand and carry out oral and written directions; and
10. Establish and maintain effective relationships with those contacted in the course of work.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education. Equivalent to completion of major course work leading to a degree in construction, technology, and engineering or related field. Recent responsible administrative experience in technical, structural, architectural, engineering or maintenance and operations in a public school or public agency may be substituted for formal education.

EXPERIENCE

Recent varied supervisory, journey-level experience in the building trades with emphasis on construction, maintenance, repair, and planning of school facilities, commercial buildings and/or related areas.

WORKING CONDITIONS

Environment:

Indoor and outdoor working environment; subject to driving a vehicle to conduct work; and variable hours.

Physical Abilities:

Hearing and speaking to exchange information and make presentations; walking to conduct inspections, sometime over rough or uneven surfaces; sitting or standing for extended periods of time; bending at the waist; pushing and pulling equipment, lifting, carrying, pushing, pulling, and moving objects weighing up to 75 pounds; ascending and descending ladders, stairs, scaffoldings, and ramps; and dexterity of hands and fingers to operate a variety of specialized equipment and tools.

Hazards:

Working around and with machinery having moving parts and exposure to dust, dirt, and pollen. Exposure to hot, cold, wet, humid or windy conditions caused by weather may occasionally be experienced.