

CONSTRUCTION PROJECT MANAGER – I

OVERALL JOB PURPOSE STATEMENT

Under the close direction of the Chief Facilities Officer and in coordination with the Director of Planning Services, the classification of "Construction Project Manager I" is established for the purposes of performing project coordination and liaison duties for various architectural construction and remodeling projects; planning organizing and supervising the functions of construction projects and construction contracts for various program services; coordinating construction management and inspection of construction sites and projects; providing recommendations for adjustments as needed during the project and conveying approved changes to vendors and contractors for implementation; and serving as liaison with school site administrators and other District staff including the District's Maintenance Department.

DISTINGUISHING CHARACTERISTICS

The Construction Project Manager series is responsible for performing project coordination and liaison duties required for the successful construction and/or remodeling of school site facilities with a range of complexity, including managing multiple projects simultaneously. The primary work goals and objectives are to ensure that the District's interests in the quality, consistency, and reliability of work performed by contractors is within scope and standards of planned project specifications. By contrast, small, single focus projects, such as replacement of several HVAC units on a roof, erection of interior temporary walls, or upgrades to existing security/access systems, would be carried out by the District's Maintenance Department.

The Construction Project Manager–I is responsible for smaller to moderately sized projects that typically encompass replacement or major renovation of an existing structure (e.g. science labs, a math wing with one or more classrooms), acquisition and placement of portable classrooms, or an infrastructure upgrade such as the renovation of a site's sidewalk and/or drainage and grading system. Such projects typically range between \$1 million to \$4 million in projected costs with the expectation that as variances and changes are required during the project, the incumbent will propose solutions to higher level department directors for review and approval to initiate a modification/change to the project especially when such changes will impact project costs or timelines. Knowledge of construction theory and practices and experience with construction projects coupled with problem-centered research provide the foundation for the recommended solutions.

By contrast, the Construction Project Manager–II is the more experienced and knowledgeable level in the series and is responsible for more complex projects, usually of longer duration and spanning several different functions at a site. An example would be the simultaneous construction at a site of a media center and a gymnasium, or a multi-purpose facility and an administration complex. Such projects consistently carry cost projections in excess of \$5 million and may require from 12 to 24 months to complete. The greater knowledge of construction theory and practices and the more extensive experience on commercial and public projects allow the seasoned incumbent greater scope of independent and on-the-spot decision making within established cost and time frame parameters in order to expedite necessary changes to minimize delay and cost increases.

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ESSENTIAL JOB FUNCTIONS

- Provides project coordination and liaison duties for various projects, including the planning, design, construction and warranty of construction/moving of portable classrooms, turfed fields, site walkway/drainage removal, redesign, and reinstallation.
- Assist in the preparation of plans, specification, calculations and cost estimates, including contacting designated site administrators and teaching staff to obtain data for inclusion in drawings and specifications as required.
- Monitor, as assigned, the preparation of construction related documents by architects, project consultants, manufacturing firms, and/or district personnel working on various projects.
- Coordinate/attend meetings involving District staff, outside consultants, material and equipment manufacturers, various agencies involved with District facilities projects.
- Establish/maintain contact with site administrators, staff, parents, and community groups involved with construction projects for the purpose of ensuring clear understanding of project status, parameters, and priorities.
- Visit construction sites to observe work in progress, conduct site analysis and surveying, and monitor work progress in terms of completion deadlines.
- Monitor costs and progress of ongoing construction activities for the purpose of recommending corrective actions as required to manage and maintain schedules and budgets for the project.
- Provide continuous and ongoing coordination among all project stakeholders.
- Assist with the development and implementation of district standards and practices for construction and maintenance.
- Assist higher level managers during negotiations with architects, contractors and vendors to correct identified discrepancies or to adopt and implement necessary changes to approved construction projects.
- Review engineering analyses for the purpose of making recommendations affecting project costs and timelines.
- Coordinate construction site inspections and related engineering programs with city, county and state departments as required.
- Participate in the procurement of construction management and testing laboratory services.
- Reviews a variety of administrative reports on assigned projects for the purpose of assisting in providing analysis and making recommendations.

OTHER JOB FUNCTIONS

- Performs other related duties as assigned to ensure the efficiency and effectiveness of the work unit.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED

Knowledge of:

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- School facility design and construction.
- State codes and regulations and district policies related to school construction design and contracting.
- Uniform building codes.
- Interpretation of working drawings.
- Methods and terminology used in school site design and contracting.
- Various forms of electronic technology suitable for educational applications.
- Operational characteristics and requirements of personal computer systems and networks.
- The use of a wide variety of computer systems and software and their application to District needs.
- Reporting on construction progress, costs, and change orders.
- Office organization systems.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Modern office practices, procedures and equipment, including proficiency with standard computer software and project planning and management software.

Ability to:

- Monitor the work of consultants, professional experts, contractors and vendors for adherence to contracts and agreements.
- Analyze and solve problems relating to facility construction.
- Monitor schedule of construction activities and recommend corrective action to ensure adherence to schedule.
- Confer with architect(s), engineers, planners, school and district administrators, contractors, government agencies and others.
- Understand and use complex software programs.
- Read, interpret, apply and explain plans, specifications, construction drawings and related documents.
- Analyze situations accurately and recommend an effective course of action.
- Plan, initiate and complete assignments independently with minimum direction.
- Collaborate planning activities with Business Services staff, site staff and others.
- Communicate/coordinate activities and projects with other agencies and District staff.
- Plan and organize work; assign, supervise and evaluate the work of subordinates, contractors, architects, vendors, and others on project teams.
- Establish and maintain cooperative and effective working relationships with a wide variety of staff, consultants, contractors and vendors.
- Maintain records and prepare reports.

RESPONSIBILITY

Perform project coordination and liaison duties required for the successful construction and/or remodeling of school site facilities with a range of complexity and time duration, including managing multiple projects simultaneously. The primary work goals and objectives are to ensure that the District's interests in the quality, consistency, and reliability of work performed by contractors is

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within scope and standards of planned project specifications and requirements.

GENERAL WORKING CONDITIONS

Positions in this class most commonly work at a facility construction site and the on-site job trailer and/or work out of an automobile at job sites. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling (often up to 50 pounds and occasionally up to 75 pounds); some stooping, kneeling, crouching, and/or crawling; climbing ladders and walking on pitched roofs; significant fine finger dexterity. Generally the job requires 30% sitting, 50% walking, and 20% standing. The job is performed under some temperature extremes with occasional exposure to dust, fumes, frequent loud noise, bright lights and other distractions and other moderate exposure to risks typical of a building construction site.

EXPERIENCE

At least two years of professional-level experience in working on new or renovation construction of commercial/public structures and programs including schools, hospitals, city or county public works, large office buildings, etc.

EDUCATION

A Bachelor's degree in construction management, business, public or educational administration, or related field. (Note: Up to four years of additional full-time qualifying experience may substitute for the education requirement on the basis of one year of experience for each 24 semester/45 quarter units of education leading to one of the preferred degrees.)

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

CERTIFICATES

California Class C Driver's License; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position.

CONTINUING EDUCATION/TRAINING

None Specified

CLEARANCES

Fingerprint Clearances issued by the California Department of Justice and the Federal Bureau of Investigation (FBI); TB Clearance. Pre-employment physical examination including negative drug screen.

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FLSA Status

Exempt

SALARY RANGE

Management