

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

SENIOR FACILITIES BOND PROJECT MANAGER

PRIMARY FUNCTIONS:

Manages staff and outside contractors/consultants in the following school construction, modernization and deferred maintenance projects areas: planning, fund application(s), Division of State Architect (DSA) approval, construction progress review, and problem solving regarding. Perform related tasks and duties as required.

MAJOR DUTIES AND RESPONSIBILITIES:

- Provide administrative direction, including defining solutions to the more technically complex issues, to several project teams.
- Develop, analyze, and direct school construction.
- Direct work pertaining to the planning, implementation, and project activities with other Facilities Services Division personnel, administrators, community representatives, and other involved participants.
- Manage and coordinate Board of Education approved projects and land acquisition activities.
- Analyze the impact on major maintenance programs, equipment needs, project design, contract solicitation, project inspection and coordinate these activities with other District offices including Maintenance and Operations, Food Services, and other related organizational units.
- Determine which projects require review or approval from the district Board of Education, Division of State Architect (DSA), Office of Public School Construction, State Allocation Board, California Department of Education, and/or any other organization.
- Prepare and coordinate applications for projects and submit project information for review and approval.
- Prepare and provide project descriptions, definitions, and specifications for architects, district architectural, engineering, or maintenance personnel and other contractors.
- Gather and analyze data to prepare project budgets and maintain responsibility for fiscal controls and cost management.
- Evaluate and analyze requests for specialized modernization or deferred maintenance projects and develop a master project plan, which includes health and safety concerns, effects on the interruption of the education process, and cost effectiveness.
- Prepare, review, and evaluate project schedules, scope and budgets to determine the action(s) necessary to resolve problems.
- Supervise and participate in the use of data systems, data entry, and development of management reports related to district and Board of Education approved projects.
- Make presentations to governmental agencies to clarify and justify project fund requirements.

- Provide written and oral reports to higher level administrators regarding project status relating to scope, schedule, and budgets.
- Assign staff and projects, supervise staff activities, and evaluate performance of direct reports.
- Plan, direct, review, and participate in training for staff and others affected by the services of the organization.
- Assist in developing or reviewing personnel management policies and procedures within the organization and assure that personnel programs and transactions conform to regulations and district policies.
- Review, evaluate and process change orders, requests for clarification, inspection reports, punch lists, non-confirmation reports, fire alarm system plans, permits, scope changes, DSA reviews and other pertinent and appropriate documents or reports.
- Determines deficiencies in project design or construction and take appropriate action(s).
- May manage a unit of professional engineers or architects.
- May provide constructability review of construction contract documents such as architectural, engineering, utility and shop drawings and specifications.

QUALIFICATIONS:

Knowledge of:

- Principles of organization, management, and supervision.
- District standards and legal provisions governing school construction, maintenance, budgeting and finance.
- Engineering and architectural academic principles combined with practical field experience.
- Principles of budgetary planning and controls.
- Local and state building codes and safety regulations, which includes Division of State Architect (DSA) requirements for school facilities.
- Current practices, processes, and materials in the modernization, maintenance and repair of fields, which includes the construction, installation, and maintenance of school buildings and grounds.
- Planning, design, construction and close-out process and DSA certification of school construction projects.
- Principles of school facilities planning relating to classroom instruction, traffic flow, economy of maintenance, growth, and adaptability of multi-functional usage.
- Fire alarm, public address, and intrusion security systems.
- General characteristics and relative costs of methods of construction, architectural features, and building/room designs suitable for school uses.
- Commissioning and sustainability requirements.
- Permitting process and utilities interface.
- Environment soil remediation process.

- Contract process for job order and lump sum contracts.
- Geographic area of the district and general population and enrollment characteristics of areas within the district.
- Characteristics, uses and methods of graphic presentation and cartography.
- Construction claims and negotiations.
- Computer applications to provide analysis of data by using spreadsheets and database management.
- District rules, regulations, practices, and policies.
- District's collective bargaining agreements.
- Principles of training, employee evaluation, and employee relations.

Ability to:

- Plan, coordinate, and provide leadership in technically complex activities involving multiple stakeholders.
- Resolve technically complex construction issues for architects, engineers and/or other lower level Facilities Project Managers.
- Analyze and interpret technical materials, such as architectural plans, building standards, project schedules and budget data.
- Estimate material and labor costs.
- Manage budgets within established parameters.
- Collect, classify, analyze, interpret and present statistical and budgetary data.
- Prepare clear, concise reports and make project-related recommendations.
- Conduct meetings and make effective oral presentations to stakeholders.
- Resolve conflicts on various levels and promote collaboration.
- Independently complete a variety of specialized and complex tasks related to school facilities and project management.
- Supervise and train district employees.
- Assess staff workloads, projects and other assignments to allocate staff and projects appropriately to meet specific time frames and minimum standards.
- Communicate positively and effectively, orally and in writing, with district staff, patrons, parents, vendors, local and state agencies (i.e. CDE, DSA) and various community partners.
- Apply local, state, and federal laws and regulations related to school facilities planning, funding and project management.
- Establish and maintain cooperative working relationships with internal and external customers.
- Work effectively with staff and other stakeholders while being flexible to accommodate shifting priorities.
- Prepare, send, and receive various forms of documents, including e-mail, in Microsoft Word, Excel, Access, PowerPoint, etc.

EDUCATION AND EXPERIENCE:

Education:

- Bachelor degree from an accredited college or university in architecture, engineering or related field.

Experience:

- Ten years of experience as a project manager with continually increasing experience in the planning, modernization and construction of facilities.
- Demonstrated experience with education facilities in a K – 12 environment is a must.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License.

PHYSICAL EFFORT / WORK ENVIRONMENT:

Environment:

- Indoor environment for office work, meetings and presentations.
- Outdoor environment for meetings, inspections and other project management functions.

Physical Abilities:

Employees in this position must have/be able to:

- Climb ladders, walk on roofs and move safely in partially completed buildings and crawl spaces.
- Observe safe lifting and carrying practices.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit for extended periods of time with intermittent walking.
- Dexterity of hands and fingers to operate assigned office equipment.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Drive and travel to various work and school sites.

SALARY:

Schedule: Management
Salary Index: 1.01

Approved by the Human Resources Department
Approved by the Board of Education _____.