

## **FACILITIES PLANNING & CONSTRUCTION PROJECT MANAGER**

### **Purpose Statement**

The job of Facilities Planning & Construction Project Manager was established for the purpose/s of serving as the District representative in planning and developing facilities and new construction; budgeting and scheduling for new construction, renovation and major repairs on existing facilities; ensuring that jobs are completed efficiently and within regulatory guidelines and projected deadlines; and ensuring optimal utilization of personnel and other resources.

This job reports to Executive Director of Business Services

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### **Essential Functions**

- Assists in developing, recommending and implementing program/s activity (e.g. policies, District specifications, bids, etc.) for the purpose of providing direction for the District construction and major maintenance programs, operations goals and objectives.
- Collaborates with a variety of internal and external stakeholders (e.g. other department and district personnel/administration, community organizations, contractors, architects, local city, county and state government agencies, etc.) for the purpose of coordinating District facilities planning and major maintenance construction operations and activities, resolving issues/conflicts, and exchanging information.
- Compiles data from a wide variety of sources (e.g. cost of construction, maintenance, repair projects; input for budget, etc.) for the purpose of analyzing issues, ensuring compliance with various policies and procedures, and/or monitoring program components.
- Develops short and long range construction plans/programs for the purpose of managing the effective utilization of District resources.
- Facilitates meetings for the purpose of identifying appropriate actions, developing recommendations, supporting other District staff, and serving as a District representative.
- Fosters positive internal and external working relationships and collaborative communication (e.g. within District departments, schools and buildings, outside agencies, organizations, etc.) for the purpose of delivering efficient and effective facility planning support services and providing excellent customer service.
- Inspects new construction, major maintenance, and repair work (e.g. identifying and resolving project deficiencies, etc.) 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 and payment requests.
- Manages a wide variety of construction programs and plans (e.g. District contracts, Asbestos Management Plan, etc.) for the purpose of ensuring compliance with federal, state, city and/or county regulations and District objectives.
- Manages fund balances of assigned construction projects and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Oversees internal and external personnel (e.g. scheduling/coordinating activities of District facilities personnel, contracted services, professional services, construction project personnel, etc.) for the purpose of ensuring conformance with federal, state, city, and/or county regulations and ensuring optimal utilization and productivity of personnel.
- Participates in meetings and/or trainings (e.g. including variety of trainings in general industry standards, etc.) for the purpose of conveying and/or gathering up-to-date information regarding a wide variety of subjects required to carry out administrative responsibilities.
- Prepares a wide variety of materials (e.g. cost estimates, budget input, project status reports, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, and/or providing supporting materials for requested actions.

- Presents information on a variety of topics related to District construction or major maintenance programs (e.g. budget overviews, accounting processes, proposed plans and changes, etc.) for the purpose of providing general information, implementing actions, etc.
- Researches new products, laws, regulations, etc. for the purpose of recommending purchases and contracts and maintaining district wide services.

## **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; and developing effective working relationships.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: building codes, electrical codes, fire codes, and Consumer Product Safety Commission (CPSC) guidelines; personnel processes; pertinent policies, regulations and/or laws; education code; and budget management and accounting.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team and fostering a positive teamwork attitude; making quick and accurate decisions; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality; facilitating communication between persons with frequently divergent positions; and ability to read, write and communicate clearly in English.

### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; and directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience** Job related experience within specialized field with increasing levels of responsibility is required.

**Education** Bachelors degree in job related area.

**Equivalency** None Specified

**Required Testing**

None Specified

**Certificates & Licenses**

Building Asbestos Inspector within one year of hire  
Building Asbestos Management Planner within one year of hire  
Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

Computerized Facilities Management and Control  
Training  
Security Systems Training

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
MVR (Motor Vehicle Record) Clearance

**FLSA Status**

Exempt

**Approval Date**

05/24/2013

**Salary Grade**

Exempt 83X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_