

PROJECT MANAGER/ PROGRAM MANAGER

Director of Measure C

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Primary Function

Under direction, performs work of considerable difficulty exercising local oversight of the District's \$348 Million, 2010 Measure C Facility Improvement Program; assists in maintaining overall responsibility for the technical and business management of designated major building projects from the preliminary planning phases through project close-out; performs other administrative and construction-related duties as assigned by the ~~Director of Maintenance and Operations~~ Superintendent.

Directly Responsible To: ~~Director of Maintenance, Operations and Facilities~~ Superintendent

Supervision

Assistant Program/Project Manager (2)

Project Coordinator (1)

Construction Manger II (3)

Construction Manager I (3)

Assistant Construction Manager (1)

AutoCadd Drafter (1)

Fiscal Analyst I (1)

Secretary (2)

Supervises and evaluates other assigned classified staff

Major Responsibilities

1. Oversees and provides leadership and assistance to management team responsible for the design and construction of all modernization projects identified in the District's bond construction programs.
2. Communicate with, and serve as liaison between the District's Program Team and any retained Construction/Program consultants.
3. Oversee and participate in the development and review of engineering and architectural construction projects and recommendation to ensure compliance with legal requirements, construction project drawings and specifications.
4. Oversee the special investigation of new technologies, equipment and construction methods which may enhance the on-going work of the Measure C Program.
5. Provides associated technical assistance to assigned staff contractors; works closely with architects and consultants to ensure that District program needs are met.
6. ~~Assist-Directs~~ in the planning, organizing, counseling, coordinating, reviewing and approving design, construction and related work performed by others.
7. ~~Assist in the~~ Assists with assignment, administration and allocation of District and contract personnel.
8. ~~Assists in~~ Directs the solicitation, selection and evaluation of professional services, including inspection, specialty consultants and supplemental services.

9. Participation/facilitation in programming and problem solving exercises with District personnel in defining program/project goals and packages, master plans for accomplishing such goals.
10. ~~Assists in the coordination~~ Directs of architectural and support cost estimating to advise master plan and subordinate plan goals.
11. Prepares schedules for project completion, implementing a system for review, control and reporting on project status.
12. ~~Participation in recommendations for~~ Directs project methodology and strategies.
13. ~~Assists in~~ Directs the oversight of the review of lease agreements, bids, construction regulations and technical and business discussion with contractors.
14. Provides District oversight in the preparation of budgets, correspondence and reports.
15. Oversees all analyses and reports of engineering and construction problems.
16. Prepares and presents oral and written reports as instructed by the ~~Director of Maintenance, Operations and Facilities~~ Superintendent.
17. Initiates and oversees investigations and makes recommendations in connection with planning, design, construction, change orders, design modification and contract administration.
18. Meets and confers with appropriate officials in the State, County and City governments and make professional recommendations to ensure compliance with laws and regulations governing, enforcing, planning and construction of school facilities.
19. Oversees the compliance monitoring of contractors.
20. Assists in the oversight of all financial information related to district construction projects.
21. Performs those duties and responsibilities including supervisory and advisory as may be prescribed by the Superintendent.
22. Initiates, oversees and confers directly with outside legal representation and Office of General Counsel for all legal matters related to construction and bond oversight.
23. Oversees all preparation and analysis of cash-flow related to \$348 million dollar bond program. Confers and recommends to the Superintendent on bond financing.
24. Initiates, oversees and acts as District liaison for all aspects related to Office of Public School Construction (OPSC) and State Allocation Board (SAB) on all issues related to modernization eligibility, funding and reimbursements.
25. Directs and supervises all aspects of labor compliance related to construction bond. Including coordination and response to all prevailing wage requirements, response to state industrial relations and public records requests by unions having jurisdiction.
- ~~24.~~26. Initiates, oversees and acts as District liaison for all aspects related to 2012 California Jobs Act.

Qualifications

Knowledge and Skills

1. Knowledge of the methodologies and materials employed in contemporary construction and building maintenance.
2. Knowledge of Local, State and Federal regulations, codes and ordinances related to the maintenance and construction of school facilities.

3. Knowledge of the methods of contemporary leadership and organizational development methodology.
4. Knowledge of basic accounting principles and practices, including the preparation and maintenance of reports.
5. Knowledge of Public School design/modernization funding processes.
5. Skill in all phases of financial record keeping.
6. Skill in preparing financial reports according to established guideline.
7. Skill in the preparation of reports and budgets.
8. Skill in communicating with diverse groups in a manner that positively represents the district.
9. Skill in planning and organizing construction projects.
10. Skill in establishing and maintaining effective working relationships with others.
11. Skill in operating a computer and using spreadsheet and word processing programs.
12. Skill in employing data collection, analytical methods and procedures.
13. Ability to exercise good judgment and tact.
14. Ability to cope with crisis and emergency situations.
15. Ability to initiate and coordinate programs and projects.
16. Knowledge of school district operations and procedures.
17. Ability to train and supervise selected staff.

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Education, Training, and Experience

1. Any combination of education and experience equivalent to: B.A. or B.S. in business, architecture, engineering, or construction management preferably with emphasis in school or public projects. Three to five years of experience in building construction work with management or supervisory experience may be considered in determining college equivalency. One year experience as a Project Manager or equivalent capacity.
2. Possession of a valid California Drivers License.

Working Conditions

Construction Sites and Office Environment, driving a vehicle to conduct work. With or without accommodation, the ability to see and hear to conduct work and speak to exchange information. The ability to stand for extended periods of time or to sit for extended periods of time, reach overhead, above the shoulders, and horizontally, or bend at waist to retrieve and store files. Ability to lift objects up to 25 pounds. Reading, writing, operating computer keyboard.

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Adopted by the Board of Education: