

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Facilities Project Manager	CLASSIFICATION:	Non-Represented Management, Classified
SERIES:	Manager III	FLSA:	Exempt
JOB CLASS CODE:	4921	WORK YEAR:	12 Months
DEPARTMENT:	Planning and Construction	SALARY:	Range 13 Salary Schedule A
REPORTS TO:	Director III, Capital Asset Management Services	BOARD APPROVAL:	08-11-97
		BOARD REVISION:	07-27-98 06-23-09
		HR APPROVAL:	06-15-10

BASIC FUNCTION:

Plan, organize, control, and manage the work in planning, design, and construction of new school buildings and facilities, and the alteration, relocation and repair of existing buildings and structures; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Coordinate major construction, renovation projects of school facilities with architects and contractors, and bond-funded priority projects/modernization at school sites; represent the assigned project to district management over the course of the contract. **E**

Conduct preliminary construction concepts, and provide preliminary cost estimates for all capital improvement projects. **E**

Provide engineering design, analyses, and calculations, and develop construction specifications for all capital improvement projects. **E**

Evaluate and approve changes in scope of the project. **E**

Provide technical expertise, information, and assistance to assigned supervisor regarding assigned functions, unusual trends, or problems, and recommend appropriate corrective action. **E**

Perform various construction duties including contract administration, dispute resolution, and change order processing. **E**

Monitor, inspect, consult, and advise on construction site activities; assure construction projects comply with established rules and regulations, construction project drawings, and project specifications; assure timely completion of projects; resolve issues and conflicts. **E**

Maintain liaison with regulatory agencies at State and local levels, as necessary, to ensure compliance with all design and building codes. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Assist with the preparation of the annual budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Communicate and collaborate with other administrators, district personnel, outside organizations, and contractors to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in engineering, architecture, or related discipline, and three years increasingly responsible experience in the planning, design, and construction of buildings and related structures in public works.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Construction management methods.
Architectural methods and techniques.
Research methods and report writing techniques.
Laws, rules, and regulations related to assigned activities.
Applicable sections of the State Education Code and other applicable laws.
District organization, operations, and objectives.
Interpersonal skills using tact, patience, and courtesy.
Effective oral and written communication skills.
Principles and practices of management, supervision, and training.
Evaluation approaches, strategies, and techniques.
Operation of a computer and related software.

ABILITY TO:

Coordinate major construction projects.
Prioritize and schedule work.
Maintain current knowledge of technological advances in the field.
Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively, both orally and in writing.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Analyze situations accurately, and adopt an effective course of action.
Read and interpret blueprints
Plan and organize work to meet schedules and timelines.
Prepare comprehensive narrative and statistical reports.
Supervise and evaluate the performance of assigned staff.

Operate a computer and related software.

Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office and construction site environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; climb on ladders and scaffolding to inspect work; see to inspect work, read, prepare documents and reports, and view a computer monitor; walk, sit, or stand for extended periods of time; bend at the waist, stoop, and reach overhead, above the shoulders, and horizontally to inspect projects, and retrieve and store files; lift light objects.

SAMPLE HAZARDS:

Review projects during demolition; work at heights.

HEALTH BENEFITS: Management employees purchase their own health benefits with district-offered plans.