



LA MESA-SPRING VALLEY SCHOOLS

Job Classification Description

Equal Employment Opportunity

Construction Project Manager

JOB FAMILY: Maintenance

FLSA: Exempt

SALARY SCHEDULE: Classified
Supervisor/Manager

PURPOSE STATEMENT:

Under the direction of the Executive Director, Facilities Planning and Construction, the Construction Project Manager's primary focus is to deliver projects efficiently, on schedule, within budget, and in strict adherence to all project guidelines, District policies, and relevant state and local laws; effectively manages the District's construction projects through all phases, involving expert project coordination, serving as a liaison between diverse groups, and closely overseeing outside contractor performance; ensures effective and timely communication with all internal District departments, school sites, external agencies, and community stakeholders.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

1. Communicates with other administrators, personnel and outside organizations and other key stakeholders to coordinate activities and programs, provide project management support, resolve issues, conflicts and exchange information.
2. Coordinates, conducts and attends conferences, pre-bid walks, pre-construction meetings, and other meetings involving district staff, and various outside agencies.
3. Formulates or assesses detailed safety and logistics plans for construction initiatives, and actively manages their proper execution to ensure safety, site security, operational efficiency, and compliance.
4. Monitors costs and progress of ongoing construction activities to initiate corrective action to manage and maintain schedules and budgets for the project; coordinates project closeouts to ensure receipt of as-built drawings, punch list completion, training and warranty stipulations and final Division of State Architect closeout.
5. Monitors the preparation of construction related documents by architects, project consultants, manufacturing firms, and/or district personnel working on various projects.
6. Negotiates with architects, contractors and vendors to correct identified discrepancies or to adopt and implement necessary changes to approved construction projects within established parameters.
7. Oversees facility planning design and construction projects; reviews architectural plans for conformance to the facilities master plan; coordinates the involvement of district departments and school sites in the facilities planning, design and construction process.
8. Oversees the development, implementation, and ongoing maintenance of the Stormwater Pollution Prevention Plan (SWPPP), ensuring the District's consistent compliance with all applicable stormwater regulations across all construction activities.
9. Participates in the development and implementation of the District's facilities master plan, facilities condition assessments, standards and practices for construction and maintenance and other related standards.

10. Participates in the implementation of California Environmental Quality Act (CEQA) and State guidelines.
11. Prepares and assists in the preparation of plans, specifications, calculations and cost estimates, construction bid documents obtains data for drawing inclusion; analyzes contracts, plans, specifications, and addenda.
12. Prepares and maintains a variety of reports, communications, project records and site files to provide analysis and make recommendations.
13. Provides key support in the generation of Requests for Proposals (RFPs) and Requests for Qualifications (RFQs), and plays an active role in the consultant/contractor evaluation and selection committees.
14. Provides project coordination and liaison duties including the planning, design, construction and warranty of various projects.
15. Provides technical expertise, reviews engineering analyses, and participates in the formation of policies, procedures, programs, budgets and timelines.
16. Researches and maintains current knowledge of laws, codes, rules and regulations applicable to K-12 construction. including, but not limited to, those provided by the Division of State Architect, California Department of Education, Office of Public School Construction, and municipalities having local jurisdiction.
17. Reviews and recommends contracts, leases and other agreements for district projects; oversees consultants, construction management firms, and vendors, scope of work, and administers contracts.
18. Reviews payment requests, feasibility of construction, and advises building inspectors.
19. Supervises and schedules building inspectors; coordinates construction site inspections and related engineering programs with city, county and state departments.
20. Visits construction sites to observe work in progress, conducts site analysis, monitors work progress in terms of completion deadlines, and ensures contractor compliance with safety, best management practices, legal and regulatory codes and requirements.

OTHER DUTIES:

1. Attends and participates in meetings, in-service training, workshops, and conferences.
2. Performs related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District training.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Analyze situations to define issues and draw conclusions.
- Applicable laws, codes, regulations, policies and procedures
- Building construction and modern methods and techniques used in the maintenance, repair and construction of a variety of facilities
- Education Code, Public Contract Code, and Governing Board Policies
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software
- Oral and written communication skills
- Principles and practices of administration, supervision and training
- Principles and practices of engineering, including technical engineering design and specifications
- Principles and practices of construction program delivery methods, contracting methods, and public contract code
- Principles and techniques of budget development and administration
- Principles and practices of strategic planning, general management principles, and project management including critical path method planning and uses
- Public presentation skills and techniques
- Public speaking techniques

Skills and Abilities to:

- Adapt to changing work priorities
- Analyze problems, identify alternative solutions and anticipate consequences of proposed actions
- Apply principles of complex facilities operation and maintenance programs
- Establish and maintain cooperative professional working relationship with others
- Implement the use of computer software programs, hardware, and other technology pertinent to areas of specialization
- Implement recommendations in support of goals
- Interpret, apply and communicate applicable administrative, departmental, federal, state and local policies, procedures, laws and regulations
- Prepare complex written reports using research and analysis with recommendations and a variety of other materials such as memoranda, letters, news bulletins, etc.
- Read and interpret building construction plans and specifications, and work from drawings and blueprints; prepare work sketches
- Supervise and evaluate the performance of assigned staff

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in construction management, architecture, engineering, business or a related field and four years of facilities planning, construction management, or related work. Experience in school construction or similar work on public agency projects preferred.

LICENSE(S) REQUIRED:

- Valid California Class C Driver's License and evidence of insurability
- Valid general contractor's license preferred

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam through District's provider at District's expense

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Driving a vehicle to conduct work
- Indoor, outdoor, office and shop environment
- Noise from equipment operation
- Constant interruptions
- Dexterity of hands and fingers to operate a computer keyboard, assigned tools and equipment
- Exposure to potential hazards of inspecting constructions sites
- Hearing and speaking to exchange information and make presentations
- Potential exposure to hazardous substances and materials
- Seeing to evaluate needed repairs, safety issues and monitor work projects
- Sitting or standing for extended periods of time
- Walking over rough or uneven surfaces
- Traffic hazards
- Working around and with machinery having moving parts