

**FRESNO UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Assistant Project Manager	REPORTS TO:	Executive Director
DEPARTMENT:	Facilities Management and Planning	CLASSIFICATION:	Supervisory
FLSA:	Non-Exempt	WORK YEAR:	12 Months
BOARD APPROVAL:		SALARY:	S-56/Supervisory Salary Schedule

BASIC FUNCTION:

Assist with planning, coordinating and construction of new buildings/facilities, and the alteration and relocation of existing buildings and structures; assist with development and maintenance of demographic and site databases for master planning and short and long range projections.

REPRESENTATIVE DUTIES:

- Develop and maintain site inventory data for short and long range master planning. **E**
- Monitor and coordinate the progress and development of school projects. **E**
- Assist in the coordination and monitoring of preliminary site assessments and environmental impact reports. **E**
- Assist in the development and maintenance of support material and project applications for the State Building Program. **E**
- Research and track District demographic information for purposes of forecasting, staffing, determination of boundaries and direction of residential housing trends. **E**
- Develop and manage databases to monitor and update facility needs and capacities. **E**
- Coordinate and develop drawings and specifications for small projects. **E**
- Maintain District as-built plans and facility records, including catalog data for equipment and construction materials. **E**
- Review plans and specifications for constructability, value engineering and conformance with District standards. **E**
- Perform related duties as assigned.

EDUCATION AND EXPERIENCE

Any combination of education, training and experience equivalent to completion of a Bachelor's Degree with specialization in construction, industrial technology, architecture, engineering, plant management, or business administration. Three years of technical experience in plant operations or the construction industry, including experience in design plan analysis and estimating for multiple trade projects.

LICENSES AND OTHER REQUIREMENTS:

- Must possess valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Tools, materials and standard practices relating to general maintenance and construction.
- Building codes and trades required to write complete and concise specifications to accompany plans for contract jobs.
- Cost estimating and automated project scheduling.
- Maintenance and operations terminology.
- Methods and procedures of operating electronic computers and peripheral equipment.
- Operation of a computer terminal and data entry techniques.
- Oral and written communication skills.
- District organization, operations, policies and objectives.

ABILITY TO:

- Read, interpret and prepare plans and specifications for all phases of construction and building maintenance.
- Read, understand and utilize technical information, parts lists and operating manuals to plan and assist in scheduling projects.
- Complete detailed work from general assignments.
- Establish and maintain effective working relationships with crafts foremen, site and Area Administrators, as well as non-District personnel from professional agencies.
- Work from blueprints, shop drawings and sketches.
- Utilize computer programs in the planning and construction field.
- Communicate effectively both orally and in writing.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment; frequent interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer terminal; seeing to read work orders and other information; hearing and speaking to exchange information; sitting, standing, climbing, or walking for extended periods of time. Frequent handling of medium-weights parcels and supplies. Ability to climb ladders and work at heights.

APPROVALS:

Deberie L. Gomez
Associate Superintendent, Division of Human Resources

Date

Charles E. McCully
Superintendent

Date

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