

**FRESNO UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Manager, Facilities Project	REPORTS TO:	Executive Director , Facilities Management and Planning
DEPARTMENT:	Facilities Management and Planning	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-22/Management Salary Schedule

(Former Classification: Project Manager/Planner)

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of an assigned area; plan, coordinate and develop the scope, design and construction of new school buildings and facilities and the modification, addition and relocation of existing buildings and structures in support of providing students and staff a safe, clean and orderly learning and working environment to assist students to stay in school on target to graduate.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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 principal job elements.)

Plan, organize, coordinate and manage the design and construction of assigned school facilities projects with school staff, architects and contractors to provide timely delivery of high quality services to sites and departments; represent the assigned project over the course of the contract; and provide construction interim housing. *E*

Perform value engineering/plan checking; project cost estimating for project budget estimate. *E*

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

Manage necessary databases relative to facility master plan; prepare and direct the preparation and maintenance of a variety of reports, records and files related to assigned activities; compose written and oral communications to convey information in accordance with District policies and procedures. *E*

Approve requests for progress payments from contractors and architects; check and approve final plans and bid documents. *E*

Coordinate the bidding of projects with the Purchasing Department and approve final plans and bid documents. *E*

Attend and provide expertise to meetings with architects and school administrators involving planning issues for on-going and new projects. *E*

Meet with regulatory agencies on state and local level as necessary; ensure compliance with applicable laws, codes, rules and regulations. *E*

Conduct site visits to inspect work in progress; provide for proper inspection of projects; manage project schedule; prepare and conduct pre-construction coordination meetings to ensure comprehension of activities ensure timely completion of projects and compliance with plans, contract provisions and building codes and regulations. *E*

Collaborate and communicate with leaders, district departments, school sites, outside agencies and other personnel to coordinate activities, resolve issues or concerns, exchange information and accomplish District stated goal. *E*

Coordinate project development/construction with Maintenance and Operations. *E*

Supervise the services of inspectors, contractors, architects, engineers, and testing labs; provide clear work direction to ensure project completion in a timely manner. *E*

Supervise project close out and warranty. *E*

Supervise and evaluate the performance of assigned staff and provide constructive feedback to improve staff effectiveness; make recommendations and arrange for appropriate training of staff in support of professional learning. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in engineering, architecture, construction management, and ten years of construction experience, and/or related discipline and seven years of progressively responsible experience in school planning, design and construction. Experience can be substituted for education.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; professional engineering or architect license (B) preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Construction management methods.
- Architectural methods and techniques.
- Operation of a computer to enter data, maintain records and generate reports.
- Oral and written communication skills.
- Research methods and report writing techniques.
- Applicable laws, codes, policies, procedures, rules and regulations related to assigned activities.
- Interpersonal skills using tact, patience and courtesy.
- Labor Relations law and employee contracts.
- Technical aspects of area of specialty.
- District organization, operations, policies, objectives and goals.

ABILITY TO:

- Plan, organize, coordinate and manage the design and construction of an assigned area.
- Coordinate major construction projects.
- Plan, prioritize and organize work to meet schedules and time lines.
- Communicate, understand and follow both oral and in written effectively.
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Maintain records and prepare reports.
- Maintain current knowledge of technological advances in the field.
- Analyze situations accurately and adopt an effective course of action.
- Demonstrate loyalty and high ethical standards.
- Learn new or updated computer systems and programs to apply to current work.
- Focus and appropriately allocate resources toward identified goals.
- Manage change and design an effective system of reporting progress and monitoring results.
- Think outside the box and develop new methods or solutions inspiring others to reach a common goal

Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office and construction site environment; driving a vehicle to conduct work; occasional contact with dissatisfied individuals; reviewing projects during demolition; working at heights.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, climbing on ladders and scaffolding to inspect work; walking, bending, stooping and reaching to inspect projects; seeing to inspect work; speaking to exchange information and make presentation; sitting and standing for extended periods of time; dexterity to operate a computer and other office equipment;

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

E= Essential Functions