

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Manager, Project - Maintenance & Operations	REPORTS TO:	Executive Director Maintenance & Operations
DEPARTMENT:	Maintenance & Operations	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	April 1, 2020	SALARY:	E-22/Management Salary Schedule

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of an assigned area; efficiently plan, estimate, and manage projects involving major replacements, major capital outlay, continuous non-capital outlay improvements and special projects at various District sites; provide 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.)

Efficiently plan, estimate 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. *E*

Assist Facilities and their consultants in plan checking, value engineering, inspections and project closeout on new school buildings and facilities, and the modification, addition and relocation of existing buildings and structures. *E*

Prepare, monitor, and approve Project Development Sheets, Requisitions for material, labor and professional services, Recommendations of Award for Informal and Formal Bids, contract progress and retention payments, Notices of Completion, Purchase Order issuance, and contract Change Orders. *E*

May be solely responsible for coordinating and developing scopes of work for various projects as well as coordinating and developing scope with school staff, architects, engineers, material suppliers and contractors. *E*

Review and generate bid documents and coordinate the bidding of projects with the Purchasing Department and approve final plans and bid documents. Prepare and conduct pre-bid job work and pre-construction meetings. *E*

Attend and provide expertise to meetings with architects and school administrators involving planning issues for the 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 to ensure timely completion of projects and compliance with plans, contract provisions and building codes and regulations. *E*

Coordinate project development/construction with Facilities Maintenance and Operations. *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 goals. *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*

Plan, organize, coordinate and inspect renovations and special in-house projects performed by the District's journey-level tradesmen. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE: Required prior to employment.

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, including experience in specification preparation and estimating for multiple trade projects. Experience can be substituted for education.

LICENSES AND OTHER REQUIREMENTS: Required prior to employment.

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Tools, materials and standard practices relating to general maintenance and construction.
Current building codes and trades required to write complete and concise specifications to accompany plans for contract jobs.
Cost estimating.
Construction management methods.
Architectural methods and techniques.
Operation of a computer to enter data, maintain records and generate reports.
Oral and written communication skills.
Principles and practices of supervising, training and providing work direction.
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 areas and terminology of specialty.
District organization, operations, policies, objectives and goals.

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.
Work from blueprints, shop drawings and sketches.
Read, understand, interpret, apply, and ensure compliance with applicable rules, regulations, policies and procedures.
Skillfully supervise and evaluate staff performance and support performance improvements throughout the organization.
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 timelines.
Communicate, understand and follow both oral and written directions 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.
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.
Apply integrity and trust in all situations and demonstrate high ethical standards.
Learn District organization, operations, policies, objectives and goals.
Actively participate in meeting District goals and outcomes.

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. Indoor and outdoor environments; frequent interruptions.

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 Americans with Disability Act as required by law.

E = Essential Functions